

**Concurrent Session Request for Proposals
for the
Maine Principals' Association Fall Conference**

Date: November 15 and 16, 2018
Location: Double Tree, South Portland

The Maine Principals' Association invites you to submit a proposal for a presentation at the Fall Conference. Take advantage of this opportunity to tell your colleagues about what is working in your school and to share your expertise, network, and enhance your professional growth. We believe the best professional development for principals and assistant principals is building administrators working with building administrators. Thus, we invite you and teachers from your schools to present.

In keeping with current topics of interest, we are soliciting proposals in the following areas:

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| * Poverty | * Proficiency-based Reporting |
| * Effective Communication | * Proficiency-based Education |
| * Data-driven Decision-making | * Supervision/Evaluation of Staff |
| * Professional Learning Communities | * Technology: Implications and Practices |
| * Leading and Sustaining Change | * Wellness for Administrators |
| * Implementing the Common Core | * School Culture and Climate |
| * Trauma | * Other Hot and Timely Topics |

Essentials for all Proposals:

- Presentations should be planned for 45 minutes, not including 15 minutes for questions/answers, for a total of 60 minutes.
- Please type all the information.
- Please do not send supplemental materials.

Selection Criteria for Proposals — Your proposal will be judged on these criteria:

- Potential to attract, stimulate, and engage the conference attendees in active learning
- Relevance to the principalship and/or teaching/learning process
- Timeliness of topic
- Well-defined focus of topic
- Practical application of information

Program Proposal Form

Primary Speaker/Contact Person (All correspondence will be sent to the primary speaker/contact person listed in this section, and it will be that person's responsibility to contact additional speakers, if any. It is also the primary speaker/contact person's responsibility to confirm any additional speakers prior to submitting this proposal.)

Primary Speaker/Contact Person Name (one name only): _____

Title: _____ School/Organization: _____

Address: _____

City, State and Zip Code: _____

Office Telephone: _____ FAX: _____

E-mail: _____ MPA Member? ____yes ____no

—Over, please—

If this proposal does not come from a Maine school/district, which best describes your organization:

college/university private, non-profit (501, C3) for profit
 other (please describe) _____

Names of Co-presenters: _____

I. Title of Session: _____

II. Description of Session: Provide a clear and concise description of the presentation. This description will be used to judge the proposal (see the selection criteria for proposals). If the proposal is accepted, the description will be included in the conference program. **If this proposal has a school and/or district focus, check the level of implementation:**

Initial **Intermediate** **Advanced**

III. Intended Audience (Check One Only.)

Elementary Middle Level High School K-12

IV. Presentation Format (Check One Only.)

Presentation followed by questions and answers
 Panel Discussion
 Interactive Session
 Other (describe) _____

V. Have you made this presentation before? **yes** **no**
If yes, where/when?

VII. Audio/Visual: All rooms will be equipped with a flip chart, podium, and head table. Presenters will be responsible for bringing their own LCD or other special equipment, including power strips.

Will you require a screen? Yes No

Please return by September 3, 2018 to:
Maine Principals' Association, 50 Industrial Drive, Augusta, ME 04330
Fax: (207) 622-1513 - tmcnear@mpa.cc

If you have any questions, please contact Holly Couturier at (207) 622-0217, Ext. 126 or e-mail hcouturier@mpa.cc