

# MEA

Michigan Education Association



## 2010 ESP Statewide Conference

March 19-20, 2010 Somerset Inn, Troy



**Y**ou are invited to participate  
in the 2010 MEA ESP Statewide Conference to  
be held March 19-20, 2010 at the Somerset Inn, Troy

## **How to Submit Proposals**

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If you wish to be considered as a presenter, please complete the Request for Proposals and return it to our office. You will be notified whether or not your proposal has been accepted. Proposals may be submitted by mail, e-mail or fax and must be postmarked/dated by **October 30, 2009**. You may submit one or more proposals and you may propose to present as an individual or as a member of a team.

- This proposal form may be reproduced.
- All proposals must be completed in full and must meet all required criteria.
- All presenter names, addresses and phone numbers must be provided.
- All requested documentation must be attached with the original proposal.
- Make certain that the description matches the content and level of the actual presentation and designated audience.
- Presenters are responsible for their own handouts and LCD Infocus projectors.

All proposals received by the deadline and meeting the following required criteria will be read and considered by the ESP Caucus Conference Advisory Committee.

## **Criteria for Selection of Proposals**

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To be considered—

### **I. Proposals must be:**

- Described in 50 words or fewer
- Directly related to one or more of the conference components
- Specifically targeted to one or more of the categories of participants
- Reflective of adult learning styles, including experiential learning/participant interaction
- Based on research reflective of experts in the field of education

### **II. Proposals should address criteria for assessing quality professional development activities:**

- Identifying new learning
- Utilizing research and student data
- Relating to areas of certification or other job requirements
- Extending knowledge through job embedded application or experimentation
- Enhancing the capacity for data collection/analysis/use
- Collaborating and problem-solving with colleagues
- Developing leadership and change management skills
- Application of research and new practice
- Applicable success stories of/from education support personnel and all others in their respective work sites, school districts and institutions of higher learning.

**Presenter Information**

Attach names and information for ALL presenters. Presenters not listed will not have their expenses covered unless specifically approved by the conference coordinator.

Title of Presentation

Full Name of Presenter(s)/Contact Person (Attach list of additional presenters and addresses.)

Title of Presenter(s)/Contact Person

Year-Round Mailing Address

City State Zip

Home Phone E-Mail

Work Phone Fax

Summer Phone (if different from above)

School/Organization Represented

**Presentation Information**

- Attach a description—50 words or fewer—of the presentation to include in the conference announcement. Description MUST match the content of the actual presentation and the designated audience.
- Attach outlines and samples of handouts

**References**

- List the name, phone number and address of person(s) that we may contact as a training/presenter reference.

Name

Address

City State Zip

Home Phone E-Mail

Name

Address

City State Zip

Home Phone

E-Mail

**Conference Components for Sessions**

Preferred Length of Session

- 75-90 Minutes  One-half Day  Full Day

**Preferred Date**

- Friday Afternoon, March 19

- Saturday Morning, March 20

- Saturday Afternoon, March 20

If asked, would you be willing to do your presentation twice?

- Yes  No

Preferred Number of Participants

- 15-35  36-50  51-65

**Designated Audience**

Check one or more that apply. Be specific in matching the audience to the content and level of presentation. We, our participants, and your evaluations rely on your specificity.

**Educational Support Personnel**

- |   |  |
|---|--|
| <input type="checkbox"/> Paraprofessional               | <input type="checkbox"/> Technical Services          |
| <input type="checkbox"/> Clerical Services              | <input type="checkbox"/> Security Services           |
| <input type="checkbox"/> Food Services                  | <input type="checkbox"/> Health and Student Services |
| <input type="checkbox"/> Transportation Services        | <input type="checkbox"/> Skilled Trade Services      |
| <input type="checkbox"/> Custodial/Maintenance Services | <input type="checkbox"/> Higher Education            |
|   | <input type="checkbox"/> All                         |

Please complete a separate form for each proposal submitted. Proposals must be postmarked by **October 30, 2009**.

Signature

Thank you for your interest in, and support of, MEA's efforts to provide quality professional learning opportunities for Michigan's Educational Support Personnel and friends of education. You will be notified whether or not your proposal has been selected.

**Questions** may be directed to:

Yvonne Williams at 800-292-1934 ext. 5477 E-mail: ywilliams@mea.org  
OR

Nancy Morrow at 800-292-1934 ext. 4040.

**MAIL TO:**

ESP Conference Coordinator  
UniServ Department  
P.O. Box 2573  
East Lansing, MI 48826-2573

# MEA

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517-332-6551 or 800-292-1934

[www.mea.org](http://www.mea.org)

Iris K. Salters, President • Steven B. Cook, Vice President • Peggy McLellan, Secretary-Treasurer • Lu Battaglieri, Executive Director

*The mission of the MEA is to ensure that the education of our students and  
the working environments of our members are of the highest quality.*

