

MEA

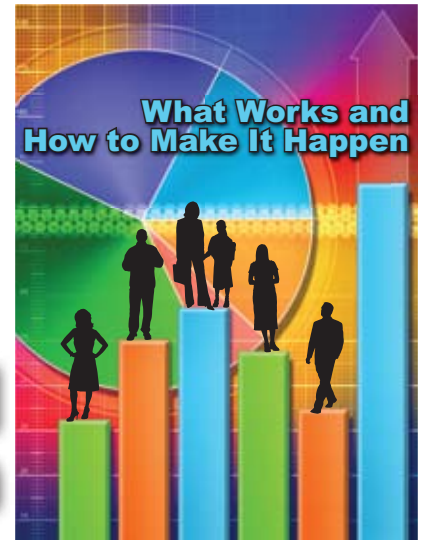
Michigan Education Association

Instruction and Professional Development Conference

Request for Proposals

December 3-5, 2009
Radisson Plaza, Kalamazoo

What Works and How to Make It Happen



You are invited to submit a proposal to present at the
2009 MEA Instruction and Professional Development Conference (IPD)
to be held December 3-5, 2009 at the Radisson Plaza Hotel in Kalamazoo, Michigan.

How to submit a proposal:

- Please complete the Request for Proposals form on the reverse side and submit with the following required documentation:
 1. A session description of 35 words or fewer. Your description should include the objectives, content and ways participants will be able to use the information from your session. **Please be specific and accurate in your session description.**
 2. A brief narrative for proposal reviewers describing how the session supports the conference focus ***What Works and How to Make It Happen*** and why you believe this presentation will be of value to conference-goers.
 3. A brief narrative that addresses how you may be able to provide ongoing follow-up support to your session participants throughout the year (for example, perhaps using e-mail or a listserv or some other method to encourage use of the information as well as for evaluating the impact of your presentation).
 4. A brief biography of each presenter **including classroom experience and presentations you have done.**
- Please limit your entire proposal to the form plus three additional pages.
- Proposals must be faxed or postmarked by **Monday, May 18, 2009.**
- You may submit one or more proposals as an individual or as a member of a team. You may reproduce the form, if necessary.

MEA Request for Proposals

What Works and How to Make It Happen

Presenter Information

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

Submission of Proposal(s)

This proposal form must be attached to all required documentation listed on the reverse side of this *Request for Proposals*.

Title of Presentation

(NOTE: MEA will strive to honor the following choices. However, this is not always possible. Thank you, in advance, for your understanding.)

Length of Session: (check one)

1 ½ hours 3 hours Full day

Preferred Date: I am available and willing to present:

Thursday, December 3

Friday, December 4

Saturday, December 5

Preferred Number of Participants (check one):

25-35 36-50 51-75

Designated Audience

Check all that apply. Please be specific in matching the audience to the content and level of your presentation.

Teachers

- Preschool
- Grades K-5
- Grades 6-9
- Grades 10-12
- Higher Education Faculty
- ISD Personnel
- Student MEA
- Substitutes
- Other (Please explain)

Educational Support Personnel

- Paraprofessional
- Food Service
- Office
- Transportation
- Maintenance
- Custodial
- Technical Services
- Professional Specialists
(social workers, psychologists, physical therapists, media specialists, etc.)

Signature

Date

Submit this Request for Proposal form and documentation to Deb Hahn, Conference Assistant, by May 18, 2009.

E-mail: dhahn@mea.org

Fax: 517-336-4013

Mail: P.O. Box 2573, East Lansing, MI 48826-2573

Inquiries: 800-292-1934 Bob Harris ext. 6219

Updated conference information will be posted on the MEA Web site:
www.mea.org/ipd.

Thank you for your interest and support of MEA's initiatives to provide quality professional learning opportunities for all Michigan educators and friends of education.

MEA Michigan Education Association

P.O. Box 2573, East Lansing, MI 48826-2573

517-332-6551 or 800-292-1934



Building Full Capacity Locals

www.mea.org

Iris K. Salters, President • Steven 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.

