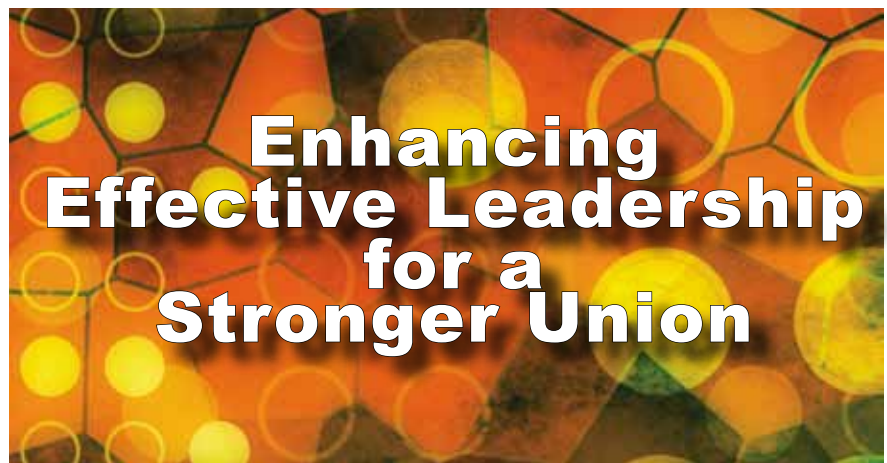


# Request for Proposals



You are invited to submit a proposal to present (or suggest a topic or presenter) at the 2010 MEA Summer Leadership Conference to be held July 27-29, 2010 on the campus of Saginaw Valley State University. If you choose, you may submit more than one proposal.

The Summer Leadership Conference concentrates on increasing the leadership skills of members. Session topics must fit into one or more of the following strands:

**Strand 1:** Emerging/New Leader    **Strand 2:** Novice Leader    **Strand 3:** Experienced Leader

Examples of session topics include:

- Retirement Issues and Legislation
- Effective Leadership
- Professional Practice Issues and Concerns
- Strengthen Your Local
- Ballot Initiatives
- Media Training
- Dealing with Disruptive Students
- Together Everyone Achieves More (TEAM)

If your proposal is accepted, MEA will make arrangements to have photocopies made of your session materials, but will not reimburse costs to have materials copied at locations other than the MEA. (Internal Departments/Divisions/Companies will be charged the copying to its department printing line.)

### How to submit a proposal:

1. All proposals **must** contain:
  - session title
  - length of the session (in 90-minute increments)
  - trainer(s) name and address (including e-mail)
  - brief description of the session
  - limitation on the number of participants (if any)
  - room setup that will work best for the session (round tables, classroom style, etc.) If you do not have a preference in room setup, indicate that. Room setup is subject to change depending on availability.
  - indicate if the proposed session requires computers and/or Internet access for the presenter and/or participants
2. All proposals must be received by the MEA Professional Development/Human Rights Department by **February 10, 2010**.

**Send to:** Mary Henson or Frank Ciloski, MEA, 1216 Kendale Blvd., East Lansing, MI 48823; you may fax the information to 517-336-4013; or send via e-mail to [mhenson@mea.org](mailto:mhenson@mea.org) or [fciloski@mea.org](mailto:fciloski@mea.org).

Proposals will be reviewed and you will be contacted as to whether your session(s) will be included in the conference program offering. The session description submitted may be changed by the MEA when included in the final announcement.

# Request for Proposals 2010 MEA Summer Leadership Conference

*Please Print*

## Presenter (main contact)

## Co-Presenters

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Name \_\_\_\_\_

Work Phone \_\_\_\_\_

Name \_\_\_\_\_

E-mail - Home \_\_\_\_\_

E-mail - Work \_\_\_\_\_

Session Title \_\_\_\_\_

## Strand Designation

- Strand 1: Emerging/New Leader
- Strand 2: Novice Leader
- Strand 3: Experienced Leader
- Specialty Session

Length of Session \_\_\_\_\_  
(in 90-minute increments)

## Willing to Repeat

No  Yes No. of times \_\_\_\_\_

Session Description \_\_\_\_\_

## Room Set-Up Preference (subject to availability)

- Round Tables  Classroom Style  Theatre  No Preference

## Other Requirements

Computer Lab  Internet Access (for presenter and/or participants)  Other \_\_\_\_\_

## Session Size (mark the MAXIMUM number of people you want in your session)

- 25-30 People  30-35 People  35-40 People  40-50 People  No maximum

Return this form by February 10, 2010 to: Mary Henson or Frank Ciloski

MEA, P.O. Box 2573, East Lansing, Michigan 48826-2573  
Fax to 517-336-4013