



California Child Development
Administrators Association

1107 2nd Street, Suite 320 • Sacramento, CA 95814
916-443-5919 • 916-443-5924 fax • www.ccdaa.org

California Child Development Administrators Association November 1-3, 2017 | Sacramento, CA 2017 Fall TA Call for Proposal

The California Child Development Administrators Association (CCDAA) invites you to be a presenter at our Fall Technical Assistance and Statewide Meeting in Sacramento, California.

Procedures for submitting a workshop proposal

- Workshop titles must clearly communicate the content of the program.
- Presenters are limited to presenting in two workshops.
- Sessions are either 90 or 180 minutes in length. If your program requires more or less time, please note that in the "General Comments" section of the proposal.
- Workshops are requested in the following strands: Parent/Provider Relations, Quality/Assessment, Fiscal/Oversight and Leadership/Administration. If you have a workshop idea that does not fit into the strands, please leave the strand selection blank on the proposal form. All submissions will be considered.
- Spell out abbreviations or acronyms for institutions, school names, job titles or cities.
- Proposal must be submitted by Wednesday, May 31, 2017. Proposals submitted after that date may not be considered.

Registration for Presenters

The primary presenter for each workshop will receive a complimentary registration for the day of their presentation. If wishing to attend the entire Fall Technical Assistance, the primary presenter will receive a discounted registration rate of \$150.

Honorarium and Expenses

As a non-profit educational association, CCDAA does not pay an honorarium for workshop presentations. Speakers must also cover their own travel and printing expenses.

Room Set

The majority of workshop rooms will be set in theatre-style seating (rows of seats with podium at the front). This room set is used to maximize the number of seats available in the program. If tables for attendee activities are required for your workshop, please note this on your proposal form. A limited number of workshops requiring tables for attendees will be accepted.

Audio-Visual Equipment

Each workshop can be provided with a LCD package (LCD, screen, power, cart). Computers are not provided by CCDAA. All other AV needs including Wi-Fi is NOT provided by CCDAA.

Target Audience

On the proposal form please indicate which program types are the target audience of your workshop. *Please check all that apply.* The program types are AP, Center-Based, or FCCHEN. If your presentation does not fit into any of these program types, please choose "Other".





Promotion of Materials/Non-Commercial Presentations

CCDAA workshops are learning experiences and are to remain free of commercial influence. Vested interest in workshop content does not prevent a proposal from being accepted, but the relationship must be disclosed to workshop participants. "Vested interest" includes curriculum, CDs, and/or books that are self-produced and sold for profit.

If selected, a speaker should state their connection at the beginning of the presentation. A financial supporter of the program may be referenced verbally one time and included in one slide at the end of the workshop. Marketing materials may be available in the room for participants to pick up at their discretion. Sales of products/materials are to be conducted in the exhibit hall and only within contracted exhibit space. For information on exhibiting, contact Meghan at CCDAA at meghan@ccdaa.org or 916-443-5919.

Communication

Communications from CCDAA will be via email and directed to primary presenters. Primary presenters will be responsible for communicating information from CCDAA to their additional presenters. **A valid email address is required for all primary presenters.**

Review and Acceptance Process

Each proposal is reviewed by a team of peers selected by CCDAA's Events Committee. All reviewers are currently active in the ECE field. Criteria will include, but is not limited to: content focus, timeliness and relevancy of content, educational value of content, thorough and professional proposal, and experience of presenters. All submitters will be notified of their proposal's status by June 30, 2017.

Instructions

Before beginning the workshop proposal submittal process, have the following information available:

- Name and title of all presenters
- Contact information for primary presenter
- Workshop title
- Workshop description
- Learning objectives

Timeline

May 31, 2017 Deadline for submitting proposals

June 30, 2017 Notification will be sent to submitters of proposals

November 1-3, 2017 CCDAA Fall Technical Assistance and Statewide Meeting





California Child Development
Administrators Association

1107 2nd Street, Suite 320 • Sacramento, CA 95814
916-443-5919 • 916-443-5924 fax • www.ccdaa.org

CCDAA Fall Technical Assistance and Statewide Meeting

November 1-3, 2017

Hyatt Regency Hotel, Sacramento, CA

PRESENTER DESCRIPTION *(Please print or type)*

Presenter Name: _____ **Title/Position** _____

Additional Presenters Name: _____ **Title/Position** _____

Organization/Agency _____

Address _____

City _____ **State** _____ **Zip** _____

Phone Number _____ **E-mail Address:** _____

Cell Phone Number (so we can reach you the day of the workshop): _____

Presentation Title: _____

A brief statement suitable for the conference program describing your presentation, ***please clearly state the content and goals of the workshop. This description will be used in the program!***

CCDAA reserves the right to edit titles and descriptions. (Max. 100 words)

Target Audience: AP Center-Based FCCHEN Other
(Check all that apply)

Date Preference: Thursday Friday Either Day

Topic Strand: Parent/Provider Relations Quality/Assessment Fiscal/Oversight Leadership/Administration

Length of Workshop: 90 Minutes (1.5 Hours) 180 Minutes (3 Hours)

Yes! I would like to take advantage of the complimentary **1 day** registration only.

Yes! I would like to attend the **full conference** for the discounted rate of **\$150**. Please invoice me.

General Comments: _____

Mail completed proposal to: Nina Buthee - CCDAA, 1107 2nd Street, Suite 320, Sacramento, CA 95814

COMPLETED PROPOSALS MUST BE POSTMARKED BY MAY 31, 2017.

Educating and Inspiring Leadership in Early Education

