

# REQUEST FOR PROPOSALS



The union of 70,000 educators

## 2010 Education Minnesota Professional Conference

*Request for Workshop Proposals for Thursday, Oct. 21, and Friday, Oct. 22, 2010*

Every October, educators, students and members of the public look forward to the education event of the year – the Education Minnesota Professional Conference in downtown St. Paul. We invite you to share your expertise and ideas for quality teaching and learning to meet the needs of today’s students. Our featured speaker will be Michele Norris, host of National Public Radio’s “All Things Considered” and a seasoned observer of the national scene in politics, education, race and other vital topics.

Delivering high-quality, professionally interesting education topics remains our focus on Thursday and builds a foundation for Friday. Classroom strategies, research on new teaching methods and success stories will round out the types of proposals we hope to receive. On Friday, we will again offer our very popular sessions that enable teachers to satisfy some of the specific state requirements for license renewal.

In particular, we invite you to share your knowledge and expertise in the following areas with our members and the general audience interested in education:

- Developing collaborative relationships with parents, families and communities.
- Improving classroom management strategies.
- Broadening the knowledge base for all educators.
- Presenting new professional development initiatives that enhance teacher learning and improve student achievement.
- Assisting educators who seek to bring “wellness” into their professional practice.

Our audiences often ask for interactive presentations, materials and resources for future reference, and effective, hands-on classroom strategies. Content-specific and pedagogical topics in demand include teaching English language learners, differentiating instruction for diverse learners, mathematics at all levels, music and the entire field of social studies. We also hope to highlight interdisciplinary avenues to quality teaching and learning that meet the needs of today’s students.

We invite you to submit a proposal to present a one-hour workshop for Thursday, Oct. 21, or Friday, Oct. 22, 2010, by completing the following:

1. Write a **description** of your workshop (100 words or less) on a separate sheet with your workshop title at the top. Please type or word-process, double space using 12-point type.
2. Copy and complete the **data sheet** on the reverse side of this invitation.
3. Send your description and completed data sheet by **May 21, 2010**, to:

Chris Carlin  
Education Minnesota  
41 Sherburne Ave.  
St. Paul, MN 55103

The preferred mode of transmission is the U.S. mail. If you have questions, please call Chris at 651-292-4875.

**THE POSTMARK DEADLINE FOR PROPOSALS IS MAY 21, 2010.**

*Notifications will be sent by June 25.*



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### Presenter Data Sheet

Mr.  Ms.  Dr. Lead presenter name: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Organization/School district name: \_\_\_\_\_  
Preferred mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Work phone: \_\_\_\_\_ Work fax: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
E-mail address(es): \_\_\_\_\_  
Your organization's Web site (if applicable): \_\_\_\_\_  
Workshop title: \_\_\_\_\_  
Co-presenter name(s) and business title(s): \_\_\_\_\_  
Target audience: \_\_\_\_\_ Grade level: \_\_\_\_\_  
Have you presented at this conference before:  YES  NO In which years: \_\_\_\_\_  
Are you a member of Education Minnesota?  YES  NO  
Content area of your presentation (e.g., math, science, reading) \_\_\_\_\_  
I wish to present  Thursday, Oct. 21  Friday, Oct. 22  Both  
Presentation style:  Lecture  Interactive

### Equipment & Room Requests (please note we can't provide Mac computer equipment)

IBM PC  DVD player  Clip-on microphone  Power strip  
 LCD projector  VCR/TV  Flip chart w/easel/markers  Boom box for cassettes  
 T1 Internet connection  CD player (music)  Overhead projector  Extension cords (# \_\_\_\_ )  
 Wireless Internet connection  Additional 6' tables (#\_\_\_\_\_)  
 I plan to bring my own equipment, as follows: \_\_\_\_\_  
\_\_\_\_\_  
If you have any additional tech questions or equipment needs, list here: \_\_\_\_\_  
\_\_\_\_\_  
**Room set-up:** Please select one of the following; we will attempt to honor your request but cannot guarantee it.  
 Classroom style (tables and chairs)  Theater style (chair rows)  Round tables (round tables and chairs)

### Proposals must be received by Friday, May 21, 2010.

Please mail your RFP to:  
**Chris Carlin, Education Minnesota Professional Conference**  
41 Sherburne Ave.  
St. Paul, MN 55103