

The New Jersey Association for the Education of Young Children  
Request for Proposals

**NJAEYC 2018 State Conference**  
October 19-20, 2018 • DoubleTree Hotel • Somerset, NJ

Mail or email completed form, your resume and your co-presenter's resume by April 1, 2018 to:  
PO Box 1024, Barnegat Light, NJ 08006  
Phone: 732-329-0033  
Email: [mail@njaeyc.org](mailto:mail@njaeyc.org)  
Fax: 732-230-2758

Please print clearly or type: (This information may be typed on a separate paper but must include the RFP checklist on the reverse side with all required documentation.)

Presenter and Main Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Professional Title and Place of Employment (as you would like it to appear on conference materials): \_\_\_\_\_  
\_\_\_\_\_

Are you an approved NJCCIS presenter?  yes  no

Co-Presenter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Professional Title and Place of Employment (as you would like it to appear on conference materials): \_\_\_\_\_  
\_\_\_\_\_

Workshop Title: \_\_\_\_\_

Workshop description for use in the conference program (60 words maximum)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you presented this workshop before?  yes  no If yes, where and when? \_\_\_\_\_  
\_\_\_\_\_

If you would like to present in a language other than English, please indicate the language in which you are fluent:  
\_\_\_\_\_

Workshops are 2 hours in length.

Presentation Day  Friday  Saturday  No Preference

Please be aware that our attendees prefer active learning and interactive discussion sessions.

**Presentation Conditions:** Complimentary registration will be provided for up to two presenters per session on the day of the presentation only. Presenters are encouraged to present information in a personal interactive manner. Please prepare workshop handouts for 50 participants. We will notify you if the enrollment exceeds 50. AV equipment is the responsibility of the presenter. **Any sale of merchandise must be done through an exhibit booth.**

**Room Set Up:**  Theater/for Lecture  Movement Space/for dance  Classroom Tables

Maximum presentation group size:  30  50  75  100

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**Submit by April 1, 2018**

Presenter and Main Contact: \_\_\_\_\_ Date: \_\_\_\_\_

All the information listed is required with all NJAEYC conference proposals. The conference committee will not read incomplete proposals. Check each completed item and all other boxes applicable to the workshop.

- Workshop Title and a brief program description
- Resume/Vitae – **required**
- Outline and/or a detailed description of the presentation – **required**
- Objectives/learning outcome for the workshop participants
- Tracks/area of concentration indicated on the list below  
Target Audience:
  - Level I – Individuals at this level are at the first step in their commitment to a career in early care and education.
  - Level II – Individuals at this level have participated in formal study leading to a degree and/or certificate and have refined their knowledge through guided and reflective experience with young children.
  - Level III – Individuals at this level have extensive academic preparation and experience in the field and can be responsible for mentoring those at Level I and II.
- Audio visual equipment needed for the presentation will be the responsibility of the presenter. Arrangements for equipment must be made with the hotel at least 1 month prior to the conference. NJAEYC will not be responsible for any of the AV costs or arrangements.
- Complete name, work and home address; home phone, work phone, and fax numbers for the main and co presenter. (Maximum 2 presenters per workshop will receive complimentary conference registration for the day of presentation)

Proposed Training Tracks and Areas of Concentration are based on New Jersey Preschool Expectations, Standards of Quality and New Jersey Core Curriculum Standards.

Check all applicable boxes:

- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> Leadership and Administration | <input type="checkbox"/> Infant/Toddler    | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> Kindergarten/School Age       | <input type="checkbox"/> Family Child Care |                                    |

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- Child Assessment
  - Child Growth and Development
  - Child Wellness: Health, Safety, Nutrition and Physical Activities
  - Family and Community Relationships
  - Learning Environment and Curriculum
  - Professionalism and Leadership
  - Program Organization and Management
  - Serving Diverse Populations
  - Teaching–Learning Interactions and Approaches

The NJAEYC Conference Committee approves/selects conference presentations. All primary presenters will be notified by June 1, 2018. Presenters are sent a confirmation letter with an agreement statement outlining the presenter's responsibilities. Signing and returning the letter to NJAEYC is considered an acceptance and commitment to present at the 2018 conference. Thank you for submitting a proposal.