

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

NJAEYC 2016 State Conference
October 14 and 15, 2016 • Harrah's Conference Center • Atlantic City, NJ

Mail or email completed form, your resume and your co-presenter's resume by April 1, 2016 to:
PO Box 1024, Barnegat Light, NJ 08006 Email: mail@njaeyc.org
Phone: 732-329-0033 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 Professional Impact-NJ Instructor 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: _____

Presentation time/day Friday Saturday Both

Workshops are 1.5 hours in length.

Would you be willing to present this workshop more than once? yes no

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, 2016

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
- Outline and/or a detailed description of the presentation
- 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 Knowledge Areas.

Check all applicable boxes:

- Leadership and Administration Infant/Toddler Preschool
- Kindergarten/School Age 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, 2016. 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 2016 conference. Thank you for submitting a proposal.