

Request for Proposals

NJAEYC 2023 State Conference

October 13, 2023 • Hilton Meadowlands Hotel • East Rutherford, NJ

Mail or email completed form, your resume and your co-presenter's resume by May 15, 2023 to:
PO Box 1024, Barnegat Light, NJ 08006 Email: mail@njaeyc.org

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 1.5 hours in length.

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

Request for Proposals
NJAEYC 2023 State Conference
October 13, 2023 • Hilton Meadowlands Hotel • East Rutherford, NJ
Submit by May 15, 2023

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)

Check all applicable boxes:

- Leadership and Administration Infant/Toddler Preschool
- Kindergarten/School Age Family Child Care

-
- Child Assessment
 - Child Growth and Development
 - Family and Community Engagement
 - Learning Environment and Curriculum
 - Workforce Professional Development
 - Management and Administration
 - Serving Diverse Populations
 - Safe and Healthy Learning Environments

The NJAEYC Conference Committee approves/selects conference presentations. All primary presenters will be notified by June 15, 2023. 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 2023 conference. Thank you for submitting a proposal.