**AMISA | EDUCATORS’ CONFERENCE**

**WORKSHOP PROPOSAL**

Please complete this form for proposed workshops.

Workshops should be 60 minutes in length.

|  |  |
| --- | --- |
| **Presenter(s) Name(s)** |  |
| **Presenter(s) Email(s)** |  |
| **Presenter(s) Current Role** |  |
| **Name of School/Organization** |  |
| **Head of School/Director** |  |

|  |
| --- |
| **Workshop Title** |
|  |
| **Workshop Description (include a short description of the workshop no more than 150 words)** |
|  |
| **List Main Learning Objectives that participants will experience (3-5 objectives)** |
|  |
| **Briefly describe how this workshop is *DIRECTLY ALIGNED* with the conference theme?** |
|  |
| **Please list any materials needed for the workshop (all rooms will have internet and projection)** |
|  |

Thank you for submitting a proposal for the AMISA Educators’ Conference. Please read the following information below prior to submitting the proposal.

**STEPS FOR SUBMITTING THE PROPOSAL**

1. Contact the Head of School/Director and seek approval for submitting the proposal
2. Completely fill out the proposal
3. Save proposal as a Word document
4. Upload the proposal on the webpage

**IMPORTANT POINTS TO TAKE NOTE**

* If selected to present, you must be able to attend the conference. It is important that you consult with your Head of School/Director to make sure you would be able to attend if selected. **Please seek approval prior to submitting the proposal.**
* Workshops must be directly aligned to the conference theme. Make sure to be detailed in the proposal about how the workshop will support the conference theme for participants.

**TIMELINE**

* CALL FOR PROPOSALS OPEN | September 6
* CALL FOR PROPOSALS CLOSE | November 4
* SELECTION PROCESS BEGINS | November 7
* AMISA CONFIRMS FINALISTS WITH HEAD OF SCHOOL/DIRECTORS | November 21
* NOTIFICATION OF ACCEPTANCE | December 9

If your proposal is selected, you must be able to attend the Educators’ Conference. It is important that you communicate with school/organization officials to guarantee attendance should your proposal be chosen for the conference**. This should be done prior to submitting the proposal.**

If you have any questions, please contact Adam Slaton at [adam@amisa.us](mailto:adam@amisa.us).