



**TAKE CHARGE
OF LEARNING**

**NASSP CONVENTION 2005
FEBRUARY 25-28, SAN FRANCISCO**

We invite you to submit a proposal to present at the 89th Annual NASSP Convention in San Francisco, CA, February 25-28, 2005. You should describe your knowledge and your success stories in the proposal.

CALL FOR PRESENTATIONS

05

Selection Criteria

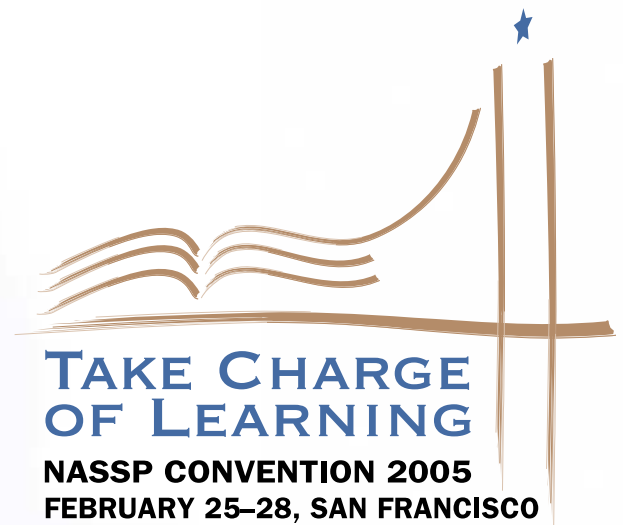
A Program Review Committee will evaluate all proposals postmarked by Friday, May 7, 2004. Your proposal will be judged on its:

- 4 Potential to attract and stimulate the interest and concerns of the NASSP Convention audience—middle level and high school leaders
- 4 Clarity of content and session objectives
- 4 Content that will inspire attendees to take action
- 4 Timeliness and relevance to leading education issues—similar to those featured as Topic Areas inside the submission form
- 4 Creativity effectively teamed with practical application
- 4 Balance between cutting-edge issues and perennial concerns
- 4 Alignment between the session's title/description and the session outline provided
- 4 Potential to offer solid, practical "how to" information to benefit the audience
- 4 Completeness, according to the guidelines provided.

IMPORTANT: All individuals presenting at NASSP's Annual Convention are expected to use resources, materials, and language that do not discriminate on the basis of gender, race, color, ethnicity, religion, physical ability, or sexual orientation.

Along with your proposal, you are **required to include two written references** prepared by individuals who have seen you present within the last three years and who can comment on your presentation skills. Though two written references are preferred, a videotape or an audiotape of you delivering a presentation is acceptable. The videotape or audiotape does not have to cover the same topic you are proposing; it simply needs to be a sample of your presentation skills. Please note that videotapes and audiotapes will not be returned.

Because of the volume of proposals received and tight time lines, the Committee will review only those proposals that arrive fully completed and meet all the guidelines provided here.



Session Scheduling

Sessions will be scheduled throughout the NASSP Convention beginning on Saturday, February 26, continuing through Monday, February 28. **IMPORTANT NOTE:** Please DO NOT submit a proposal unless you and any copresenters are able to attend the NASSP Convention and will be available to make a presentation on any one of the three Convention days noted above.

Session Scheduled Length and Room Set-up Information

The majority of concurrent sessions will run 90 minutes.

Generally, session rooms will be set up theatre-style for maximum seating capacity. A limited number of session rooms will be set in rounds. **IF** the session you propose **REQUIRES** a rounds set, please respond accordingly to the question on the application regarding room setup. Though the Association will do its best to accommodate, such a room setup is not assured based upon request.

Presenters

If more than one person is listed as a presenter for the session, we will assume that the person initiating the proposal will serve as the lead contact to NASSP for the session. **IMPORTANT NOTE:** Please DO NOT list individuals as copresenters unless they have given you a definite commitment that they will be able to attend the NASSP Convention and appear on the program with you on any one of the three Convention days.

05

Expenses

NASSP offers its presenters national recognition at a major education Convention and the opportunity to share concerns and ideas with professional peers and colleagues. In addition, NASSP offers **ONE COMPLIMENTARY** Convention registration per titled program. The Association provides this complimentary registration to the lead contact for the session (as guided by the completed Speaker Information form). Transfer of this complimentary registration is not permitted. **Further, it is important to note that if your session includes copresenters, those individuals are required to register for the NASSP Convention and pay a registration fee (at the NASSP member rate).** In addition, all related travel and hotel expenses are each speaker's responsibility. We rely upon the lead contact to explain this important policy to all copresenters.

Presenter Specifics

An individual may not submit or appear on more than **TWO** proposals, either as lead contact speaker or as a copresenter.

For the benefit of the NASSP Program Review Committee, include a brief synopsis of your qualifications to present this specific topic. If the session includes copresenters, please offer some background on each person specific to this request.

Proposal Specifics

As part of your proposal, a 50–75 word “program copy” description is requested and will be used in the final Convention program (subject to editing). The title and description of your session should be in sync and clearly describe the program content. This brief written description should be as specific as possible. It is important to note that the title and session description you submit provides the basis upon which

attendees select the sessions they attend. Therefore, please prepare a title and program description with the reader in mind. Explain what the audience will learn from your session, the focus of the session, what information can be implemented in their schools, and so forth.

IMPORTANT: Be sure to answer every question and provide all information and signatures requested on the 2005 Call for Presentations form. Because of the volume of proposals received and the tight time line, the NASSP Program Review Committee will review only those proposals that meet all the guidelines provided herein.

Audiovisuals

The NASSP budget does not allow for extensive use of audiovisual or high-tech equipment. If your presentation requires equipment other than that listed below, you must provide it at your own expense. NASSP will provide the following equipment free of charge based upon the presenters' needs:

- 4 Lectern with microphone
- 4 Lavalier microphone (with cord)
- 4 Tabletop microphones
- 4 LCD projector (as available)
NOTE: Computer not provided by NASSP
- 4 Overhead projector and screen
- 4 VCR and one 25" color monitor (available on request)
- 4 Flip chart with colored markers.

NOTE: In general, audiovisual equipment other than the items listed above is the responsibility of the presenter. NASSP can provide you with the name and telephone number of the supplier for direct ordering and payment.

Summary of Guidelines for Submitting a Proposal

**Deadline: Postmarked by
Friday, May 7, 2004**

1. An individual may not submit or appear on more than **TWO** proposals, either as lead contact speaker, or as a copresenter.
2. The proposal form **must be complete** with **ALL** questions answered, requested information attached, and requested signatures provided.

REMEMBER: Along with your proposal, you are required to include **two written references** prepared by individuals who have seen you present within the last three years and who can comment on your presentation skills, or a videotape or an audiotape that demonstrates your presentation skills. (Audiotapes and videotapes provided to NASSP will not be returned.)

3. Presenter(s) must be able to attend the NASSP Convention and give a presentation on any of the following days: Saturday, February 26; Sunday, February 27; or Monday, February 28.
4. Include a brief synopsis of your qualifications to present this specific topic. If the session includes copresenters, please offer some background on each person specific to this request.
5. The Association does not pay an honorarium. The lead contact to NASSP for the session receives a complimentary Convention registration (nontransferable.) All copresenters are required to register to attend the NASSP Convention (at the NASSP member rate). Speakers remain responsible for their own expenses.
6. Do not send supporting books or manuscripts along with the proposal form.
7. Presentations encouraging the purchase of books, materials, or services in any manner will not be accepted.

Official Deadlines

Receipt of Proposal Form	May 7, 2004
Initial Notice of Acceptance	August 31, 2004
Formal Notice of Acceptance (Includes Speaker Confirmation Package)	October 29, 2004



IMPORTANT: READ CAREFULLY

Incomplete forms will be returned unprocessed. Please respond to each section that follows, and provide each of the **TWO** signatures requested.

Accept: _____	Decline: _____
Slot #: _____	Revised Slot #: _____
<input type="checkbox"/> NASSP Member <input type="checkbox"/> Nonmember	
Topic Strand: _____	
Content Applies to: <input type="checkbox"/> ML <input type="checkbox"/> HS <input type="checkbox"/> Both	
Format: _____% Interactive _____% Lecture	
Rounds Room Set Preferred? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reviewer(s) Initials: _____	(For NASSP Use Only)

Speaker Information (Please Type)

Speaker Name: _____ Title or Position: _____
 (Lead Contact to NASSP) (As you wish it to appear in print)

School/Organization: _____

Address: _____
 (If change to address noted, notify NASSP at 703-860-7262. Otherwise, all materials mailed here.)

City: _____ State: _____ Zip: _____

Daytime Tel.: (_____) _____ Fax: (_____) _____

E-Mail (Please provide if available): _____

Current member of NASSP? Yes No If Yes, NASSP Member Number: _____

Have you presented a session at our Convention before? Yes No If Yes, Year(s): _____ Convention Site(s): _____

If applicable, please reply to the following four questions: 1. My school is: Urban Rural Suburban 2. My school is: Public Private

3. My school is best described as: High School Middle Level Other (Specify): _____

4. Current Enrollment: 0-599 600-999 1,000-1,499 1,500-1,999 2,000+

Additional Speakers (Use extra page if necessary)

Name: _____ Title or Position: _____

School/Organization: _____

Address: _____
 (If change to address noted, notify NASSP at 703-860-7262. Otherwise, all materials mailed here.)

City: _____ State: _____ Zip: _____

Daytime Tel.: (_____) _____ Fax: (_____) _____

E-Mail (Please provide if available): _____

Note to Lead Contact:

All additional speakers listed as copresenters should be contacted by you prior to submitting this proposal. **Do not** list additional speakers unless they have given you a definite commitment to be available to attend the NASSP Convention and to appear on the program on Saturday, Feb. 26; Sunday, Feb. 27; and Monday, Feb. 28, 2005.

Recommended Title for Session: _____

Session Outline: Please attach a one- to two-page typewritten summary of the main points, objectives, or goals of your session; what the audience will learn; and so forth. Do not send additional materials.

Convention Program Copy (MUST accompany submission): On a separate sheet of paper, please summarize the session description in two or three sentences (50-75 words) for use in the Official Convention Program book (subject to editing). **IMPORTANT:** Take time to prepare the description of your session with information that may stir the interest of education professionals. The copy you submit may greatly influence Convention attendees' choices as they select from among the wealth of education sessions offered at the 2005 NASSP Convention. Consequently, your description should be clear, concise, and exciting—with words and ideas that may attract attendees to your session by highlighting what they will gain!

Please reply to the following questions:

1. Will the content of your session deliver greatest benefit and applicable use to: **(Please check all that apply.)** Aspiring Principals and/or Assistant Principals
 New Principals and/or Assistant Principals (0-3 years) Experienced Principals and/or Assistant Principals (3+ years) All

2. Please carefully consider whether the content of your presentation is most suited to an audience of middle level or high school practitioners or both. And select the choice that best describes the potential audience for your presentation. **Please Choose One Level:** High School Middle Level
 BOTH High School and Middle Level

3. Describe your planned presentation format: _____% Interactive _____% Lecture Other (Explain): _____

4. The majority of room sets inside the Convention Center are theatre style (chairs placed side by side.) However, if it were possible to provide an alternate set for your planned presentation, what do you prefer: Theatre style is appropriate Rounds (round tables with 8-10 chairs at each table) preferred.

IMPORTANT: Indicating a preference above does not guarantee the room set PREFERRED as NASSP is restricted by room availability and setup capacities.

If your presentation and its content relates to a service or product that you sell and believe of value to school leaders, please respond to the following two questions:

5. Are you an exhibitor at the 2005 Annual NASSP Convention & Exposition? Yes No

6. Will attendees need to purchase your materials to implement the ideas presented in this session? Yes No If YES, please explain: _____

TEAR HERE

Topic Areas—Promoting Excellence in School Leadership

A school's success hinges on its leaders' effectiveness, and promoting continuous improvement in school leadership is central to NASSP's mission. We invite proposals on the following topics with a sound research foundation, demonstrated success in student achievement, and the goal of improving principal leadership.

Topics: Check **ONE** topic area box of the six listed under which you recommend that your session be categorized. Please check only **ONE** box of the six topic headings listed.

NOTE: The subheadings carried under each topic area are possible examples under this topic and are not meant to limit the presenter to only those choices shown.

Leading for Student Learning

A particular set of knowledge, skills, and attitudes is necessary to create high-performing learning communities. Areas of focus in this topic may include:

- Instructional Leadership
- Site-based Management and Shared Decision Making
- Teacher Recruitment/Retention
- Vision, Mission, Direction, and Focus
- Facilitating Change
- Fearless Leadership
- Teachers, Students, and Parents as Leaders
- Staff Development for School Improvement
- Self-Renewal.

Personalizing Student Learning

Instructional leadership requires the establishment of a culture and conditions that allow for student success. One key condition that high-achieving schools share is a personalized learning environment. Areas of focus in this topic may include:

- Smaller Learning Communities
- Personal Plan for Progress
- Personal Adult Advocate
- Brain-Based Learning
- Service Learning
- Multiple Intelligences
- School Climate
- New Curriculum Initiatives
- Flexible/Alternative Scheduling
- Application of Knowledge and Skills to Real-World Needs.

Building Supportive Relationships

Most communities have a wealth of untapped resources that can contribute to student learning. A successful principal identifies and integrates the various resources of all who hold a stake in the school's success to create a web of support. Areas of focus in this topic may include:

- Family Engagement
- School/Parent/Community Partnerships
- Productive Business Partnerships
- School/District/Boards of Education Relationships
- Governance
- Securing External Resources
- Ties to Elementary and Postsecondary Education.

Assessing Learning for Accountability

National and state legislation are having an unprecedented impact on schools, and principals must equip themselves to fulfill the assessment and accountability expectations that have accompanied the standards movement. Areas of focus in this topic may include:

- The No Child Left Behind Act
- Standards, Testing, and Assessment
- Data-Driven Decision Making
- Accountability for Student Achievement
- Teacher Performance Appraisal
- IDEA: Implications for School Leaders
- Alternative Assessment Models
- Technology Tools for Assessment & Accountability.

Challenging Every Student

As the criterion for school success shifts from seat time to test scores, successful principals identify underserved populations and discover ways to serve them with new approaches to curriculum and instruction and application of best practices. Areas of focus in this topic may include:

- Closing the Achievement Gap
- Increasing AP and/or International Baccalaureate Programs
- Curriculum Integration
- Educating Exceptional Students
- Expanding Knowledge Base
- High Order Thinking
- Pathways to College
- Meaningful Core Academic Program
- Developing Critical Reasoning
- Integrating Technology with Curriculums
- Working with Unmotivated Students.

Emerging Issues

Public policy, research, and other innovations continue to shape the educational landscape. Today, some of those issues may include: succession planning, alternate routes to the profession, building global awareness, and minority and women leaders. We invite proposals that anticipate the most prominent features of this evolving landscape.

REMINDER: The subheadings carried under each topic area above are possible examples under this topic and are not meant to limit the presenter to only those choices shown.

Two References, Videotape, or Audiotape: Include two written references prepared by individuals who have seen you present within the last three years and who can comment on your presentation skills, or an appropriate videotape or an audiotape of a previous presentation on any topic.

Note: Neither videotapes nor audiotapes will be returned to applicants.

PLEASE BE SURE TO PROVIDE SIGNATURES IN BOTH BOXES BELOW PRIOR TO RETURNING THIS FORM.

Electronic Recording Policy: Please be advised that it is NASSP policy to electronically record program sessions conducted at the Convention as a service to members who might wish to use these recordings at their schools for inservice training, thereby extending the impact of the Convention sessions. By agreeing to the terms and conditions herein, you are providing your permission to grant and assign to NASSP and its agent the right to electronically record a portion or all of your (and any copresenters) presentation during the Annual NASSP Convention and Exposition, and distribute such electronic recordings for educational purposes, waiving any and all rights in, claims to, compensation for the electronic recording, reproduction, sale, and use of copies of such materials. Please indicate your choice by appropriately marking the box and signing on the line to the right.

YES, you may electronically record my session.

NO, do not electronically record my session. **Explain** (optional)

Name (please print): _____

Signature: _____ **Date:** _____

Agreement of Lead Contact Speaker Terms: (SIGNATURE REQUIRED) I have reviewed all of the information found in the 2005 Call for Presentations and understand and agree to the terms for the lead contact and any copresenters who may participate in the session.

Signature: _____ **Date:** _____

IMPORTANT: Your signature is required above for BOTH the Electronic Recording Policy and Speaker Terms.

OPTIONAL: If you are a primary author/editor of an educational or general topic book, please complete the following if you would like NASSP to contact you regarding opportunities available in The Principal's Store—NASSP Bookstore.

Author(s): _____

Office Telephone: _____ Home Telephone: _____

Book Title: _____

Publisher: _____

Publisher Contact Information: _____

Return this form postmarked by May 7, 2004 to:



NASSP Convention
1904 Association Drive, Reston, VA 20191-1537

Or send by FAX: (703) 476-5490

If you have any questions, please call (703) 860-7262.

TEAR HERE

CALL FOR PRESENTATIONS

05

Share your best practices—
take charge of learning at
the 2005 NASSP convention



1904 Association Drive, Reston, VA 20191-1537

Proposal Submission Checklist

- Check schedules to make sure all presenters available on all three program dates
- Inform copresenters (if applicable) that they are required to register for the NASSP Convention at Member rate
- Include session outline/summary
- Include TWO written references (or audiotape/videotape)
- Include Convention Program Copy (50–75 words)
- Select Topic Area
- Respond to important questions carried in 2005 Call Form
- Include brief synopsis of your qualifications to present, and those of copresenters (if applicable)
- Provide TWO signatures requested in 2005 Call Form.

CALL FOR PRESENTATIONS

Proposals sent to NASSP must be postmarked by **May 7, 2004.**