

Call for Proposals

Invitation to Submit:

NAIS invites you to submit a proposal for presentation at the conference. Take advantage of this opportunity to tell your colleagues what works in your school and to share your expertise, gain visibility, network, and enhance your professional growth. Please note that while we expect a certain number of presentations will address the theme, we will also offer a number that deal with the ongoing administrative and educational topics that concern our schools.

You are invited to submit one written proposal for the 2001 NAIS Annual Conference in one of the following categories. Multiple submissions by the same individual will not be reviewed.

Sessions last for one hour and run concurrently on Thursday, March 1, and Friday, March 2, 2001. Speakers should organize their presentation of material to last 45-50 minutes and allow 10 minutes for questions. Optimally, there should be only one or two speakers. Proposals suggesting more than 3 speakers will not be accepted. Sessions are audiotaped with the speaker's permission. Those proposing sessions must be willing to present the session on either Thursday or Friday.

Workshops, either three or five hours in length, are offered on Wednesday, February 28, and Saturday, March 3, 2001. They may have one to three speakers. Attendees are charged an additional fee for workshops. Workshops are not audiotaped. Those proposing workshops must be willing to present the workshop on either Wednesday or Saturday.

Interest Groups last for one hour and run concurrently on Thursday, March 1, and Friday, March 2, 2001. These are informal sessions for open discussion with a presider to promote conversation.

Educators Idea Exchange

If a session, workshop, or interest group isn't your cup of tea, the Educators Idea Exchange may be. The exchange is made up of visual displays of educational programs or "best practices" presented on posters. The event is held on Friday, March 2, 2001, when teachers are offered a special one-day registration rate. For details about submitting a proposal for the Educators Idea Exchange, visit the NAIS website at www.nais.org, or contact the NAIS conference office at (202) 973-9700.

Room Set and Audiovisual Equipment:

Workshops are set with round tables or schoolroom style. Sessions are set theater style. Audiovisual requests should be made in section VIII of the Proposal Form (no A/V will be provided for Interest Groups). These requests are reviewed by the Annual Conference Review Committee.

Format for Submitting Proposals:

Your proposal must be received electronically by May 26, 2000, or postmarked by that date, in order to be considered by the Conference Program Review Committee. The following checklist of materials will facilitate the completion of a proposal:

- ☉ Only one proposal may be submitted by each individual. Multiple proposals from the same individual will not be reviewed.

- ☉ Download and type the Downloadable Proposal Form or submit the Online Proposal Form electronically from this site. Original Call for Proposal forms may also be requested from the NAIS Conference Office at confpreview@nais.org or (202) 973-9700.

- ☉ Complete the information on the lead speaker. This person will be the contact with NAIS for the presentation. Speakers from member schools must obtain the financial support of their school before submitting a proposal. See "Arrangements" below. All speakers must register for the conference.

- ☉ Complete the information on co-speakers. The lead speaker is responsible for obtaining the consent of all other presenters before submitting the proposal. Proposed co-speakers from member schools must have the financial support of their schools. See "Financial Arrangements" below. All speakers must register for the conference.

- ☉ Proposals must be complete to be considered by the committee. The lead speaker will receive an acknowledgment of proposal receipt from NAIS and will be notified no later than September 15, 2000, as to the decision of the committee. Committee Review Procedures: NAIS staff and volunteer committees review all proposals according to the following criteria: originality of material, overall quality of proposal, timeliness, and relevance of topic; relation to theme, practical application of information, potential to attract and engage conference attendees; and speaking experience of presenters.

Financial Arrangements:

The following financial arrangements apply if your proposal is accepted:

- ☉ Interest Groups: No financial support. The school, association, or organization must assume all expenses, including conference registration. There is no audiovisual support for interest groups. Registration information is mailed in November.
- ☉ Session Speakers from Member Schools or Member Associations: The school or association must assume all expenses, including registration and travel. Please ensure that your school will support your participation before you submit a proposal. Registration information is mailed in November.
- ☉ Workshop Speakers from Member Schools or Member Associations: NAIS reimburses one night's accommodation and provides complimentary registration. Registration information is mailed in November.
- ☉ Session or Workshop Speakers Who Are Exhibitors: Companies that are potential exhibitors at the conference must assume all speaker expenses including registration. Exhibit information is available in March of 2000; registration information is mailed in November.

Arrangements for speakers not falling into one of the above categories will be determined by the Review Committee.

Please understand that having your proposal rejected does not mean that it was not a good one. We simply cannot accommodate every proposal we receive. We typically receive three or four proposals for every program slot.

- A. Is your school/association/company a current NAIS member/corporate subscriber? Yes No
- B. Does your company provide services to independent schools? Yes No
- C. Has your company exhibited at the NAIS conference? Yes No
- D. Have you presented at previous NAIS conferences? Yes No If yes, what years? _____
- E. Have you presented at other conferences? Yes No If yes, please specify:

- F. Have you obtained the financial support of your school? Yes No
- G. Please provide the names, addresses, and phone numbers of two references for you as a presenter:

VI. Co-Speaker 1 (if applicable):

Name

Title/Position

School/Association/Company

Address

City/State/Zip

Office Phone Number

Fax Number

- A. Is your co-speaker's school/association/company a current NAIS member or corporate subscriber? Yes No
- B. Does your co-speaker's company provide services to independent schools? Yes No
- C. Has your co-speaker's company exhibited at the NAIS conference? Yes No
- D. Has your co-speaker presented at previous NAIS conferences? Yes No If yes, what years? _____
- E. Has your co-speaker presented at other conferences? Yes No If yes, please specify:

VII. Co-Speaker 2 (if applicable):

Name

Title/Position

School/Association/Company

Address

City/State/Zip

Office Phone Number

Fax Number

- A. Is your co-speaker's school/association/company a current NAIS member or corporate subscriber? Yes No
- B. Does your co-speaker's company provide services to independent schools? Yes No
- C. Has your co-speaker's company exhibited at the NAIS conference? Yes No
- D. Has your co-speaker presented at previous NAIS conferences? Yes No If yes, what years? _____
- E. Has your co-speaker presented at other conferences? Yes No If yes, please specify:

VIII. Additional Audiovisual Requests:

(Please complete if you anticipate additions to the audiovisual section on page 1. Remember, no AV is provided for Interest Groups.)



Please submit proposal form to:

2001 Annual Conference Review Committee, NAIS, 1620 L Street, NW, Suite 1100, Washington, DC 20036-5605
 Telephone: 202-973-9700 Fax: 202-973-9790 Website: www.nais.org **Deadline is May 26, 2000.**