

## CALL FOR PRESENTATIONS

The Virginia Association of Elementary School Principals  
1805 Chantilly Street  
Richmond, VA 23230  
(804) 355-6791  
Facsimile: (804) 355-1196  
[vaesp1jim@gmail.com](mailto:vaesp1jim@gmail.com) · [www.vaesp.org](http://www.vaesp.org)

---

Dear Colleague,

VAESP is in the planning stages for its annual conference June 27-29, 2018. This year, we are using as our presentation approach on Friday, June 28<sup>th</sup>, both a **Table Top** format and **School Based Breakout Sessions**. The **Table Top** segment will consist of **three consecutive 35 minute sessions** with a short break between sessions. Each presentation will be at a round table for a group of 10 (max). There will be no need for projectors but you may use your laptop to present to the grouping if you desire.

**School Based Breakout Sessions** will be scheduled for 75 minutes for a maximum of 25-30 people and you will need to bring your own projector. There will be five **School Based Breakout Sessions** selected from those submitted due to extremely limited availability of rooms. The Table Top and Breakout Sessions will be scheduled at different times on June 25<sup>th</sup> should you wish to submit a proposal for both types. If your Standard Breakout is not selected, you will be offered the opportunity to adjust it to a Table Top proposal depending on the number submitted.

We invite you to develop a presentation around these formats and submit a proposal for either the **Table Top Session or the School Based Breakout Sessions** to be considered for inclusion in our Annual Conference in Williamsburg. Presentations are selected by a review committee and are evaluated on the timeliness of the topic, overall interest, a well-defined description, and relevance. We are particularly interested in presentations dealing with improving student achievement in math, reading and English (with an emphasis on strategies for second language learners and children of poverty), anti-bullying, parent or community engagement, innovative technology or successful strategies in leading through change. If you have any questions, please contact VAESP at 804-355-6791, fax at 804-355-1196, or e-mail [vaesp1jim@gmail.com](mailto:vaesp1jim@gmail.com).

As previously noted, each presenter will address a group of approximately 30 attendees. If you have handouts, please prepare at least 30.

- Presentation forms** must be received at the VAESP office well in advance of the conference to be considered for acceptance but no later than **April 15, 2019**. Please do not allow your excellent presentation go unheard because of a late submission.
- All presenters are **REQUIRED TO REGISTER** for the conference and to pay registration fees. Presenters will not be financially reimbursed for speaking, conference registration, travel, lodging, etc.
- When submitting your proposal, please be as specific as possible, especially in the title and the description of your presentation. The title should be descriptive of the program content. If your proposal is accepted, the 50-75 word "program copy" description will be used in the final conference program (subject to editing) providing the basis upon which attendees select their sessions. Also, please write this description with the reader in mind.

Submit your presentation proposal to: Conference Presentations 2019  
VAESP  
1805 Chantilly Street  
Richmond, VA 23230  
FAX: (804) 355-1196  
E-mail: [vaesp1jim@gmail.com](mailto:vaesp1jim@gmail.com)

Should you have any questions, please contact VAESP at (804) 355-6791 or [vaesp1jim@gmail.com](mailto:vaesp1jim@gmail.com)

**All presentation proposals must be submitted on this form.  
Please *DO NOT* send supplementary materials.  
TYPE OR PRINT**

**ATTENTION CORPORATE SPEAKERS:  
Only VAESP CORPORATE PARTNERS and CONFERENCE SPONSORS are allowed to present**

Name \_\_\_\_\_ Title \_\_\_\_\_

School/Organization \_\_\_\_\_ School Division \_\_\_\_\_

School/Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Co-Presenter (if applicable):

Name \_\_\_\_\_ Title \_\_\_\_\_

School/Organization \_\_\_\_\_ School Division \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

**Format: Check one or both: Table Top ( ) Standard Breakout ( )**

**Presentation Title** \_\_\_\_\_

Description of Session (50-75 words) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Target Audience (circle all that apply): Elementary, Middle, Administrator, Supervisor, Teacher, Others: \_\_\_\_\_

What do you feel the audience will gain from your session? What are your goals and objectives?

\_\_\_\_\_

\_\_\_\_\_

(VAESP does **not** provide tv/vcrs, laptops, or other devices due to costs. **You are encouraged to bring your own equipment with you.**)

This presentation is submitted in the following strands: (Check the most appropriate.)

Strand	Elementary	Middle	All Levels
SOL/Curriculum & Instruction/Remediation			
Innovative Technology			
Assessment, Data Analysis, Accountability			
Anti Bullying			
Community and Parental Engagement			
Professional Development and Resources			
Leading through Change			
Other:			