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### ABOUT US

*The Region IV Head Start Association, Inc. (RIVHSA), founded in 1986, is a private, not-for-profit membership organization dedicated to improving the quality of early care and education for Head Start (HS) and Early Head Start (EHS) children and their families. RIVHSA represents more than 165,000 children, 30,000 staff and 250 member programs. Our regional network includes a growing alliance of corporate partners and individual members, as well as our 8 state affiliates: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.*



## INVITATION TO SUBMIT

The Region IV Head Start Association, Inc. (RIVHSA) invites you to submit a proposal for presentation at one of our training events. Our conferences provide the perfect opportunity to connect with colleagues and gain insight from noted speakers and knowledgeable presenters addressing key issues, quality initiatives, and best practices.

### RIVHSA TRAINING EVENTS

#### ANNUAL TRAINING CONFERENCE

FEBRUARY - ATLANTA, GA

This event is the premier professional development gathering for the regional HS/EHS community, and more than 1000 conference attendees are expected each year. The conference features more than 60 educational sessions and a lively exhibit marketplace showcasing resources and products by some of the leading companies in their industry. This training experience is ideal for executive and mid-level management, members of governing bodies, direct service staff, as well as parents and community partners.

#### LEADERSHIP SUMMIT

JUNE - ATLANTA, GA

Each summer, RIVHSA hosts a management conference – *Connecting Money & Mission* (even years) and *Standards of Excellence* (odd years). These events are designed to provide executive management with the essential knowledge and skill sets needed to effectively manage human, fiscal, and other important resources. More than 500 participants are expected each year, the conference features more than 60 educational sessions developed to meet the needs of organizational teams: Executive Director, Head Start Director, Fiscal Officer, Content Area Managers, Board and Policy Council Chairs/Members, as well as other key staff who hold a position of responsibility and accountability.

#### EARLY HEAD START INSTITUTE

SEPTEMBER - ATLANTA, GA

A child's growth and development is influenced by many social, economic, biological and environmental factors. The traditional African proverb, "It takes a village to raise a child", emphasizes the significance of creating a comprehensive circle of influence to magnify the opportunities and offset the challenges encountered by young children and their families. Now, more than ever, this circle must continuously widen to connect valuable resources, engage key partners as well as embrace cutting-edge ideas and strategies in order to remain impactful. The Early Head Start Institute brings together diverse audiences of emerging and seasoned professionals, parents and partners who share a commitment to sharing experiences, nurturing young children, deepening practices, engaging families and strengthening communities. Join us at this network-specific conference to expand your understanding and application of key frameworks, quality initiatives and best practices regarding the care and development of expectant mothers, infants and toddlers. This conference features more than 60 educational sessions developed to meet the needs of organizational teams: Executive Director, Early Head Start Director, Fiscal Officer, Content Area Managers, Child Care Partners, Board and Policy Council Chairs/Members, as well as other key staff who hold a position of responsibility and accountability.

## GENERAL GUIDELINES

**PRESENTER ADVISEMENT:** All presentations are voluntary. There is no compensation for time and any expenses related to travel, lodging and meals are the responsibility of the presenters. All presenters, except those who are current Head Start employees in Region IV, receive complimentary registration to general admittance conference sessions (Complete details accompany notification of acceptance).

At a minimum, RIVHSA equips each training room with an LCD projector/screen and flipchart/markers unless otherwise stipulated. All presenters must bring their own laptop if their presentation requires the use of such technology. Any cost for audio-visual equipment or duplication services not approved in writing by RIVHSA is the responsibility of the presenter. Audio-visual equipment and duplication services are cost prohibitive and is not typically authorized by RIVHSA.

Applicants should read instructions on the application form carefully and follow them exactly. Upon approval of a proposal, RIVHSA will not accept any substitutions or changes. RIVHSA reserves the right to edit material for the conference program book, including presentation titles and descriptions, as needed, without changing the content or meaning.

**SUBMISSIONS:** A maximum of two workshop proposals per presenter may be submitted, and must be sent as separate applications. All presentations must avoid selling a product. We accept submissions yearlong for all events. We encourage you to submit early as spaces fill quickly. Applications received after the deadline will be considered if vacancies exist or placed on a waiting list if no space is available. The submission deadlines below are tentative and subject to change:

- |                              |            |
|------------------------------|------------|
| • Annual Conference          | December 1 |
| • Leadership Summit          | May 1      |
| • Early Head Start Institute | August 1   |

**EDUCATIONAL SESSIONS:** Educational sessions will be 90 minutes in length. Presenters should be prepared for training groups of 45 to 100 persons/per session. You will be notified of meeting room size at least 30 days prior to the session. Sessions are scheduled on Tuesday & Wednesday for each event. Typically, there is a morning session (ending before 12:00 p.m.) and an afternoon session (beginning after 1:00 p.m.)

**SELECTION PROCESS:** Selection of proposals will be made on the basis of adherence to the guidelines, quality of proposal, relevance, qualifications of presenter, and overall contribution to the conference. The application form lists all required elements for completeness, and only complete applications will be considered.

**NOTIFICATION:** Once a proposal has been approved, the lead presenter will receive a letter of acceptance and presenter brochure containing registration materials and conference logistics. On the registration form, the lead presenters must list all information for themselves and their co-presenter(s) as it should appear in the event program. Typically, notification and registration deadlines are as follows unless otherwise noted in communications or materials:

- |                              | <u>Notified of RIVHSA'S Decision</u> | <u>Registration Form Deadlines</u> |
|------------------------------|--------------------------------------|------------------------------------|
| • Annual Conference          | December 31                          | January 10                         |
| • Leadership Summit          | May 15                               | May 31                             |
| • Early Head Start Institute | August 15                            | August 31                          |

As all official communications from RIVHSA will be with the lead presenter, it is the responsibility of the lead presenter to keep their co-presenters informed of any pertinent presentation and conference information.

Accepted presenters who are current Head Start employees in Region IV are required to pay conference registration fees and must return our consent form signed by their Head Start Director in order to participate as a presenter (Complete details accompany notification of acceptance).

## CATEGORIES AND TOPICS FOR EDUCATIONAL SESSIONS

Our training conferences are uniquely designed to meet the diverse interests and needs of the Head Start community. Training sessions must provide quality learning experiences while incorporating adult learning principles.

### ANNUAL CONFERENCE

#### Categories

- A. Child Health & Development
- B. Early Care & Learning
- C. Child Health & Safety
- D. Child Nutrition
- E. Child Mental Health
- F. Children with Disabilities
- G. Family Partnerships
- H. Community Partnerships
- I. Program Design & Management
- J. Eligibility, Recruitment, Selection, Enrollment, & Attendance
- K. Transportation

#### Topics

- 1. Prevention & Early Intervention
- 2. Individualization
- 3. Curriculum & Assessment
- 4. Literacy
- 5. Early Learning/Early Math
- 6. Parent Involvement
- 7. Family Partnership Process
- 8. Fatherhood & Male Involvement
- 9. Program Governance
- 10. Program Planning
- 11. Communication Systems
- 12. Record-Keeping Systems
- 13. Reporting Systems
- 14. Ongoing Monitoring Systems
- 15. Self-Assessment
- 16. Fiscal Management
- 17. Human Resources Management
- 18. Facilities, Materials & Equipment
- 19. Technology
- 20. Community Assessment
- 21. Advocacy
- 22. Leadership & Professional Development
- 23. Developing Skill Sets/Sharing Best Practices

### LEADERSHIP SUMMIT

#### Categories

- A. Program Design & Management
- B. Program Governance
- C. Fiscal Management
- D. Human Resources Management
- E. Performance & Change Management

#### Topics

- 1. Prevention & Early Intervention
- 2. Board of Directors
- 3. Policy Council
- 4. Program Planning
- 5. Communication Systems
- 6. Record-Keeping Systems
- 7. Reporting Systems
- 8. Ongoing Monitoring Systems
- 9. Self-Assessment
- 10. Accounting Systems
- 11. Coaching & Evaluations
- 12. Hiring, Retention, and Succession
- 13. Technology
- 14. Community Assessment
- 15. Advocacy
- 16. Leadership & Professional Development
- 17. Developing Skill Sets/Sharing Best Practices

### EARLY HEAD START INSTITUTE

#### Common Core Categories

- A. Program Design & Management
- B. Early Care & Development
- C. Family Engagement & Parenting
- D. Mental Health & Well-being

#### Topics

- 1. Program Governance
- 2. Program Planning
- 3. Communication Systems
- 4. Record-Keeping Systems
- 5. Reporting Systems
- 6. Fiscal Management
- 7. Human Resources Management
- 8. Facilities, Materials & Equipment
- 9. Technology
- 10. Ongoing Monitoring Systems
- 11. Self-Assessment
- 12. Community Assessment
- 13. Advocacy
- 14. Prevention & Early Intervention
- 15. Individualization
- 16. Parent Involvement
- 17. Family Partnership Process
- 18. Fatherhood & Male Involvement

# CALL FOR PAPERS APPLICATION

**A complete application must be typed and include all of the following:**

**EVENT:** \_\_\_\_\_ Annual Conference (February)  
 \_\_\_\_\_ Leadership Summit (June)  
 \_\_\_\_\_ Early Head Start Institute (September)

**TITLE OF SESSION:** \_\_\_\_\_

**SESSION FOCUS:** \_\_\_\_\_ Category - Indicate letter(s)                      \_\_\_\_\_ Topic - Indicate number(s)

**PROPOSAL ABSTRACT INFORMATION**

- A. Call for Papers Application Form
- B. Description of the session in 50 words or less to be used in the conference program. Do not send outlines or handouts.
- C. Identification of the target audience (i.e. Directors, Fiscal Officers, Policy Council members)
- D. Identify 3 Training Objectives
- E. Identify 3 Expected Learning Outcomes
- F. Copy of the lead presenter's resume or vitae
- G. Listing of other conferences where the lead presenter has presented in the past 5 years

**LEAD PRESENTER CONTACT INFORMATION**

Lead Presenter \_\_\_\_\_ Title \_\_\_\_\_

Agency/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Head Start staff? (Circle one):    Yes                      No

E-mail \_\_\_\_\_

Please answer the questions listed below	Yes	No
1. Do you plan to have co-presenters? If yes, how many _____		
2. Are you willing to present this session twice?		
3. I give permission to RIVHSA to audio and/or videotape my presentation and sell the tapes as a fundraising activity.		
4. I have read and agree to the Call for Papers-General Guidelines.		

Lead Presenter's Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**RETURN COMPLETE APPLICATIONS TO:**  
 Mail: RIVHSA - Call for Papers, Post Office Box 1049, Snellville, GA 30078  
 Fax: 770.696.2768

**FOR RIVHSA USE ONLY:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Room: \_\_\_\_\_ Capacity: \_\_\_\_\_