

Oregon Alliance for Arts Education

presents

## Arts **Without** Boundaries

June 22, 23, 24 | Portland, Oregon

The Oregon Arts Education Institute

Call for

# PRESENTERS

Deadline to Submit Proposals for Presentation: **March 12, 2009**

The Oregon Alliance for Arts Education invites you to share your knowledge and expertise with others in our field by submitting a Proposal for Presentation for the 2009 Oregon Arts Education Institute. This conference is for K-12 teachers, arts specialists, after school professionals, parents, teaching artists, education and arts organization leaders, policy makers and funders.

### CONTENT PRIORITIES

Conference workshops will address the challenges and successes of providing arts education services both in schools and out of school time. Presenters are encouraged to share specific strategies that work well with diverse populations. The 2009 summer institute is operating on a limited budget in order to keep costs down for participants so coverage for supply costs is also limited. Please include any necessary supply costs in your proposal, and understand that priority will be given to low cost presentations.

**GUIDELINES** - Presentation slots during the conference are limited. Presentations will be selected based on the following criteria:

- Potential to attract, engage and stimulate both new and experienced participants.
- Clarity of content, presentation techniques and learning objectives.
- Relevance and appeal to a culturally, geographically, racially and ethnically diverse audience.
- Lively and interactive format that will facilitate networking among participants.
- Presenters' experience and qualifications.

### PRESENTATION GUIDELINES:

- Sessions are structured to be professional development opportunities and may not incorporate sales presentations.
- All workshops are 90 minutes long and run concurrently with other sessions.
- Seating will be table rounds unless otherwise requested.
- Handouts are encouraged and up to 35 copies will be provided by the summer institute.
- We offer a \$100 honorarium for the primary presenter.
- The summer institute is on a limited budget so supply cost coverage is limited.
- Because of the limited number of sessions to be offered and the need for a balanced program, OAAE may suggest modifications to proposed sessions.

### AUDIO VISUAL NEEDS

We will provide the following audio/visual equipment in limited quantities: Projector, DVD player, CD player and Flipchart/Easel. Please identify the equipment needed for your presentation on your application.

### TRAVEL

Presenters are responsible for their own travel arrangements and expenses.

\*Note: OAAE will send all communication to the Primary Presenter.

## PRESENTATION PROPOSAL APPLICATION

Presentation Title \_\_\_\_\_  
Primary Presenter Name \* \_\_\_\_\_  
Title: \_\_\_\_\_ Agency \_\_\_\_\_  
Street Address \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Co-Presenter Name \_\_\_\_\_ Title \_\_\_\_\_  
Agency \_\_\_\_\_

**Presentation designed for** - Please check all that apply

- |   |   |
|---|---|
| <input type="checkbox"/> K-5 classroom teachers     | <input type="checkbox"/> Grant makers and funders   |
| <input type="checkbox"/> 6-12 teachers              | <input type="checkbox"/> Parents                    |
| <input type="checkbox"/> Arts specialists           | <input type="checkbox"/> Policy makers              |
| <input type="checkbox"/> Special education teachers | <input type="checkbox"/> Educational administrators |
| <input type="checkbox"/> Afterschool professionals  | <input type="checkbox"/> Arts organization leaders  |
| <input type="checkbox"/> Teaching artists           |   |

**All proposals must include the following . . .**

**Short Presentation Description** - 50 word summary which will appear in the conference publicity materials (OAAE reserves the right to edit this description and/or the title of your workshop).

**Full Presentation Description** - Describe your presentation in greater detail including: clearly defined learning objectives for participants, detailed content and presentation methods, and whether this presentation has been given before and to what size audience. This description should be no more than two double-spaced pages.

**Brief Biography of Each Presenter** - 100 words or less including name, title, current place of employment and professional and volunteer experience, including experience making presentations.

**Fifteen minutes is allotted between sessions for set up/breakdown of presentations.**

**Will you need additional set up time?** \_\_\_\_\_ How long? \_\_\_\_\_

**Room Arrangement Request** \_\_\_\_\_ Theatre \_\_\_\_\_ Rounds \_\_\_\_\_ Perimeter Seating \_\_\_\_\_

**Type of presentation . . .**

\_\_\_\_\_ Lecture \_\_\_\_\_ Interactive/discussion \_\_\_\_\_ Performing arts engagement \_\_\_\_\_ Visual Arts Create & Take \_\_\_\_\_

The majority of rooms will be set with round tables. Any special set up needs must be submitted with this proposal. OAAE will accommodate as many A/V requests as possible. Other equipment requested will be charged to the presenter.

**Please indicate your choice of equipment**

\_\_\_\_\_ CD player \_\_\_\_\_ VCR / Monitor \_\_\_\_\_ Overhead projector / screen \_\_\_\_\_ LCD/screen \_\_\_\_\_ Flipchart / Easel \_\_\_\_\_



**Deadline for Submitting Proposals: March 12, 2009**

Mail to - OAAE, Post Office Box 2826, Salem, Oregon 97308  
Phone - 503-540-4425, Email - lynn.kneeland@wesd.org

Selected presenters will be notified by: March 25, 2009