



The Voice of Adult Education  
in Massachusetts

# Call for Presenters

## NETWORK 2010

### Adult Education Conference

## Moving Adult Education into the Future



**November 3-4, 2010**  
**Best Western Royal Plaza**  
**Marlborough, MA**

*Sponsored by*

**Massachusetts Coalition for Adult Education**

*In collaboration with*

Massachusetts Department of Elementary and Secondary  
Education

**SABES**

*System for Adult Basic Education Support*

# NETWORK 2010 PRESENTER INFORMATION

**PLEASE READ ALL INFORMATION !**

## FILLING OUT YOUR PROPOSAL FORM:

- **Fill out all sections of the form completely!** Incomplete forms will delay approval of your proposal.
- Item #3: If you have a preference for Wednesday or Thursday and/or a preference for a single or double slot, please check the appropriate boxes. We will do our best to accommodate you, but cannot guarantee your first choice.
- Item #9: You must provide someone who we can contact from June through November who will be responsible for communicating all information and requests to other presenters. Please list all presenters as they wish to appear in the program, *with affiliations, and indicate whether any are students.*
- Items #9 and 10: If any presenter involved in this proposal is presenting in more than one workshop, please check the appropriate box so that we can schedule appropriately.

## PROPOSAL ACCEPTANCE:

- Presenters will be notified regarding acceptance of their proposal via email. **Only the Contact Person will be notified.**
- Upon receiving your conference workshop acceptance, the Contact Person must RSVP by email to the Conference Chair, Kim Kayser (KKayser@mcae.net) **by July 16, 2010** confirming the time slot, equipment requests and workshop description.
- **Notification of any additional co-presenters not listed on this form must be submitted no later than August 13, 2010.** No meals or other accommodations will be made for persons not specified by this date, and they will not be included in the Conference Program Book!

## PRESENTER REGISTRATION POLICY:

- All presenters must formally register for the conference, indicating additional workshop selections for the remainder of the conference. We must have an accurate count for meals and workshops, and need your registration to create name badges.
- **MCAE will waive the registration fee for presenters on the day of their presentation only.** A maximum of 2 free registrations per workshop will be allowed for the day of the presentation. On your registration form, put a large "F" next to the names of those presenters who should have their registration fee waived. Additional presenters must pay the regular registration fee.
- Additionally, MCAE will waive the fee for up to 2 student presenters on the day of their presentation only. Mark them with "FS". If more students are involved in the presentation, they must pay a registration fee of \$25.00 each.
- **We encourage all presenters from Massachusetts to become members of MCAE.**

## HANDOUTS AND EXPENSES:

- Participants appreciate presenters' handouts. You may request workshop participant counts **after October 25, 2010** by emailing slerano@mcae.net, so that you may plan your handouts accordingly. Please make a few extra copies for on-site registrants. Copying is not available on site.
- Participants appreciate handouts and materials online at MCAE web site. Please see item #6 for more information on when to submit your digitally formatted materials to slerano@mcae.net.
- As a non-profit organization, MCAE is not able to reimburse presenters for any expenses, including travel or copying.

## QUESTIONS:

- Contact the MCAE office at 617-482-MCAE (6223) or Conference Coordinator Kim Kayser at [KKayser@mcae.net](mailto:KKayser@mcae.net).

# NETWORK 2010 Presentation Proposal Form (Side 1 of 2)

1. **Workshop title:** \_\_\_\_\_  
(Maximum of 8 words; use your abstract to be more descriptive)

2. **Workshop emphasis: (check only one)**

- |   |  |
|---|--|
| <input type="checkbox"/> ] ABE – Basic Literacy   | <input type="checkbox"/> ] GED & Diploma Programs                  |
| <input type="checkbox"/> ] Administration/Management/Organizational Development         | <input type="checkbox"/> ] Goal Setting/Countable Outcomes         |
| <input type="checkbox"/> ] Advocacy   | <input type="checkbox"/> ] Learning Disabilities (ideas, methods)  |
| <input type="checkbox"/> ] Alternative Diploma Programs                                 | <input type="checkbox"/> ] Math                                    |
| <input type="checkbox"/> ] Assessment   | <input type="checkbox"/> ] Multi-level Classrooms                  |
| <input type="checkbox"/> ] Citizenship  | <input type="checkbox"/> ] Reading                                 |
| <input type="checkbox"/> ] Civic or Economic Literacy                                   | <input type="checkbox"/> ] Research (especially by practitioners)  |
| <input type="checkbox"/> ] Community Planning   | <input type="checkbox"/> ] Science & Technology in the Classroom   |
| <input type="checkbox"/> ] Computer Use in ABE/ESOL Classrooms                          | <input type="checkbox"/> ] Student Assessment for Teachers         |
| <input type="checkbox"/> ] Corrections Issues/Strategies                                | <input type="checkbox"/> ] Student Persistence                     |
| <input type="checkbox"/> ] Counseling or Support Services                               | <input type="checkbox"/> ] Teacher Licensure                       |
| <input type="checkbox"/> ] Curriculum Frameworks (esp. application of)                  | <input type="checkbox"/> ] Technology                              |
| <input type="checkbox"/> ] Distance Learning  | <input type="checkbox"/> ] Transitioning (new & existing programs) |
| <input type="checkbox"/> ] ESOL (curriculum, approaches, methods, classroom activities) | <input type="checkbox"/> ] Volunteer Programs/Partnership          |
| <input type="checkbox"/> ] Family Literacy  | <input type="checkbox"/> ] Workforce Development                   |
| <input type="checkbox"/> ] Foundations/Funding Models                                   | <input type="checkbox"/> ] Workplace Education                     |
|   | <input type="checkbox"/> ] Writing                                 |
|   | <input type="checkbox"/> ] Other _____<br>(Please Specify)         |

3. **Preferred day and workshop length: please select day and slot, or no preference**

- ] WEDNESDAY, 11/3:       ] single slot (90 minutes)       ] double slot (3 hours)
- ] THURSDAY, 11/4:       ] single slot (75 minutes)       ] double slot (2.5 hours)
- ] NO PREFERENCE

4. **Maximum participants:**

- ] 20     ] 40     ] 60     ] 80     ] 120 (maximum for any workshop)

Special needs regarding number of participants (please specify): \_\_\_\_\_

5. **Room set-up: all rooms will be set up theater style unless otherwise requested**

Special set-up room request (please specify): \_\_\_\_\_

6. **Online materials:**

- ] I would like MCAE to post my workshop materials online BEFORE the conference and will submit the materials to [slelano@mcae.net](mailto:slelano@mcae.net) by **October 22, 2010**.
- ] I would like MCAE to post my workshop materials online AFTER the conference and will submit the materials to [slelano@mcae.net](mailto:slelano@mcae.net) by **November 30, 2010**.

## 7. Equipment requests:

- Easels with paper are provided in every room.
- Audiovisual equipment is **expensive and labor** intensive. **Please moderate your requests to equipment that you will actually use during your workshop.**
- **Please provide your own laptop computer for your presentation.**
- **Be sure to indicate your specific equipment requests on the proposal form.** We will make every effort to meet your needs, but we cannot fill last minute requests.
- Arrangements will be made to place the correct equipment in your workshop room at the time of your presentation.

Need:	Will bring my own:	Will need MCAE to arrange for me:
• Overhead Projector (used with transparencies)	[ ]	[ ]
• LCD/Data Projector (used with your own laptop)	[ ]	[ ]
• VCR and DVD	[ ]	[ ]
• Internet Connection	[ ]	[ ]
• Flip chart	[ ]	[ ]
• Screen	[ ]	[ ]
• Long Cord	[ ]	[ ]
• Other (please specify): _____	[ ]	[ ]

Are you using audio in your presentation? [ ] YES [ ] NO

[ ] I will **NOT** be using any equipment.

## 8. Workshop Abstract:

- Please attach a typed 50-75-word description of your workshop. The conference committee will use your description to evaluate whether or not to accept your proposal.
- The abstract is also very important to enable attendees to make informed workshop choices. Please be specific!

## 9. Contact Person (must be available June through November 2010):

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
(As you would like name to appear in brochure) (As you would like name to appear in brochure)

Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

[ ] I am presenting multiple workshops.

## 10. Additional Presenters (attach an extra sheet if necessary):

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
(As you would like name to appear in brochure) (As you would like name to appear in brochure)

Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

[ ] I am presenting multiple workshops.

# PROPOSAL SUBMISSION

- Proposal submission must be postmarked or e-mailed by **June 10, 2010**.
- Please do **not** mail forms that you have e-mailed.
- Mail to: MCAE, 101 Tremont Street, Suite 812, Boston, MA 02108
- Email to: MCAE Administrative Assistant, Sia Lelano, at [SLelano@mcae.net](mailto:SLelano@mcae.net).

## IMPORTANT DEADLINE REMINDERS

<b>June 10, 2010</b>	Submission of proposal
<b>July 16, 2010</b>	After notification of proposal acceptance, Presenter/Contact Person must RSVP to <a href="mailto:kkayser@mcae.net">kkayser@mcae.net</a> to confirm time slot, equipment needed and workshop description.
<b>August 13, 2010</b>	Notification of additional co-presenters not listed on initial proposal submission
<b>October 22, 2010</b>	Deadline for submitting digitally formatted handouts for posting to MCAE website before the conference
<b>After October 25, 2010</b>	Requests for workshop participant counts may be made by emailing <a href="mailto:slelano@mcae.net">slelano@mcae.net</a>
<b>November 3 – 4, 2010</b>	NETWORK 2010
<b>November 4 through November 30</b>	Digitally formatted handouts may be submitted for posting to MCAE website

**NETWORK 2010** is sponsored by the Massachusetts Coalition for Adult Education (MCAE) and presented in collaboration with the Massachusetts Department of Elementary and Secondary Education and the System for Adult Basic Education Support (SABES).

MCAE is a professional development and public information organization for adult education in Massachusetts. MCAE members represent individuals who have various roles in a variety of programs: community-based organizations, business and industry, labor unions, libraries, school systems, non-profit organizations, correctional facilities, community colleges, and colleges/universities.

101 Tremont Street, Suite 812  
Boston, MA 02108



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*The Electronic Version of this form is available online at [www.mcae.net](http://www.mcae.net)!  
Don't forget... online registration for NETWORK 2010  
Begins in September at [www.mcae.net](http://www.mcae.net)!*

**NETWORK 2010**  
November 3 – 4, 2010

**Conference Schedule**

**Wednesday**

7:30 Registration  
8:45 Plenary Session/Keynote  
10:15 Session I  
12:00 Lunch/Annual Meeting  
1:00 Session II  
2:30 Break  
3:00 Session III  
4:30 Networking Hour

**Thursday**

8:00 Registration  
8:30 Session IV  
9:45 Break  
10:15 Session V  
11:30 Break  
12:00 Session VI  
1:15 Annual Awards Luncheon  
2:30 Session VII

**Exhibit Hours:** Wednesday 7:30 – 5:30 • Thursday 8:00 – 1:00

~ NETWORK 2010 ~ CALL FOR PRESENTERS ~