

INSTRUCTIONS for CALL FOR PROPOSALS ONLINE FORM

These notes will help you prepare your responses prior to entering the online proposal form. **Please ensure sufficient time to complete your entry as there is no opportunity to re-open/edit your form.** If you abandon your entry mid-session, you will have to start over again. There is no opportunity to edit your content after you leave the web page.

SAMPLE SCREEN SHOTS	INSTRUCTIONS
<p>1. Session Title *</p> <input type="text"/>	<p>Market your workshop! Select a title (10 words or less) that is creative and engaging. The title will draw participants to read your description and influence attendance.</p> <p>EXAMPLE: <i>Engage and Inspire with Authentic Maryland College & Career Mathematic Activities</i> instead of <i>MCCRS Math Facts</i></p>
<p>2. BROCHURE DESCRIPTION *</p> <input type="text"/>	<p>Limit 50 words. Your brochure description should be a snapshot of your presentation – what participants will do and learn in your session and why it is beneficial for them to attend. It should be written in complete sentences (not bulleted) copy-ready to publish in the program.</p>
<p>3. LEARNING OUTCOME 1: *</p> <input type="text"/>	<p>Please describe specific results participants can expect from your presentation. Briefly explain what participants will be able to do after attending your session.</p>
<p>4. LEARNING OUTCOME 2 *</p> <input type="text"/>	<p>Briefly describe another specific result and/or explain additional skills/strategies participants will be able to use after attending your session.</p>
<p>5.</p> <ul style="list-style-type: none"> <input type="checkbox"/> BUILDING an INSTRUCTIONAL TOOLKIT <input type="checkbox"/> SELF CARE & TRAUMA AWARE CLASSROOMS <input type="checkbox"/> SOCIAL JUSTICE in OUR SCHOOLS <input type="checkbox"/> SCHOOL COUNSELORS <input type="checkbox"/> PERSONAL GROWTH and EMPOWERMENT 	<p>Indicate the professional development topics your presentation best addresses. (Suggested topics are general examples – your topic may be more specific.)</p>
<p>6. TARGET AUDIENCE: *</p> <ul style="list-style-type: none"> <input type="checkbox"/> School all stakeholder team <input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Support Personnel: Para-educator, Secretaries, etc. <input type="checkbox"/> Teachers <input type="checkbox"/> New Teachers <input type="checkbox"/> Special Education Teachers <input type="checkbox"/> Specialists <input type="checkbox"/> Administrators <input type="checkbox"/> College & University Education Professors <input type="checkbox"/> ALL <input type="checkbox"/> Other <p>Specify Other</p> <input type="text"/>	<ul style="list-style-type: none"> • Indicate the target audience(s) for your presentation. • Check all that apply. • If you select “Other,” please describe in the field, “Specify Other.”
<p>7. Title *</p> <input type="text"/> <p>Lead Presenter *</p> <input type="text"/>	<p>Please type your name as you would like it to appear on the website and in the brochure. If you have a co-presenter, be sure to have their bio and contact information before you start.</p>
<p>8. EMAIL *</p> <input type="text"/>	<p>This is our primary means of contacting and communicating with you. MSEA does not sell or share this information.</p>
<p>9. SHORT BIO: *</p> <input type="text"/>	<p>Bio must be less than 50 words and be publish-ready for the brochure.</p> <p>EXAMPLE: <i>Mary Jones has taught middle school science and special education for 14 years and is a mentor for student teachers at the University of XYZ. She has been a member of Bay County Public Schools workgroup on transitioning to the Next Generation Science Standards, focusing on implementation in inclusion classrooms.</i></p>