

AEP National Forum

States of Change: New Leadership in Arts and Education

Washington, D.C., April 9-10, 2010

Small Group Session Guidelines and Proposal

Important Notice: Proposals for small group sessions are due to AEP by Tuesday, January 5, 2010.

Thank you for your interest in organizing a small group session at the Arts Education Partnership (AEP) Spring 2010 National Forum, *States of Change: New Leadership in Arts and Education*, on April 9-10 in Washington, DC. There's nothing like the nation's capital as a backdrop for highlighting leadership in many forms. As we bring our partners together for the Spring 2010 National Forum, we will be focusing on new leadership not just at the federal level, but also in how it relates to arts and education leaders of the next generation, and the new ideas and concepts that will help bring us to the next stage in making the arts a real and cohesive part of every child's education.

One of the highlights of the Forums has always been the small group discussion sessions and the opportunity they provide for deeper, more specific, and engaged conversation about issues in the field. Due to increased interest from Partnership members and other Forum attendees in organizing small group sessions, AEP is now using a Request for Proposal (RFP) process and proposal guidelines. Using this form for submitting your proposal will help you to develop a proposal that is more likely to be accepted.

Guidelines

General Guidelines for Proposal Submission

- Reflect on how the topic will align with the theme of the overall Forum and advance the goals of shared learning.
- Plan your session well in advance of the Forum. Contact other presenters early and ensure their availability and willingness to participate. **Be certain they are informed of and understand AEP policies on registration and travel (see below).**
- Use the Proposal Form, below. Ensure that you have completed it fully and accurately before submission. **Incomplete proposals will not be accepted.** If you have questions, contact Laura Smyth at lauras@ccsso.org or (202) 326-8696.



Topics

Topics should be relevant to the theme of the Forum and to the fields of arts education, arts and education policy, current research, new leadership, changes in leadership and emerging leaders. They should be sufficiently focused and specific that they can be adequately treated in the time available (90 minutes per session).

Formats

The AEP is open to innovative formats. In the past, hands-on sessions that involve interactivity have been more successful than relatively linear presentations of information. A panel with several presenters can provide varied points of view and thus incite interest and dialogue. Be sure to reserve enough time for questions and answers.

Proposal Evaluation and Selection

A panel of AEP staff and AEP Steering Committee members will evaluate and select the proposals for small group sessions to be included in the final Forum program. Proposals will be evaluated based on their appropriateness in terms of content and relevance to the overall theme of the Forum. Preference will be given to sessions that incorporate an innovative format and/or include the active engagement of session attendees. Session organizers will be notified via email of the final selection by **Friday, February 5, 2010**.

Materials and Handouts

The AEP cannot be responsible for producing materials, printing, or making copies of handouts or materials for the small group sessions. Please plan to bring your materials with you. The AEP staff will try to have information on local copying services, should the need arise.

Registration and Fees

All small group session presenters are required to register and pay the Forum registration fee. The Forum registration fee of \$195 represents an extraordinary value in terms of the quality of sessions and presenters, facilities, meals, receptions, and networking opportunities. We hope our small group session presenters will take advantage of all of these, in addition to the opportunity of sharing their work with a wider audience.

Audio-Visual/Media/Technology

AEP cannot guarantee the availability of computers, projectors, live internet connections, or other technology. We therefore encourage you to use a “low-tech” (e.g., handouts) or “no-tech” approach for your session. If you absolutely must use such technology, please plan to bring your own equipment. AEP will **not** have A/V technical support available for the small-group sessions.



Proposal Form

Session Title: _____

Each small group session will be presented twice. Please be prepared to be available both days of the Forum.

Information on Presenters

Session Organizer(s):

Name	Title/Affiliation	Email and Contact Information

Additional Presenters:

Name	Title/Affiliation	Email and Contact Information

Description of Session and its Significance (300-500 words):

Description of Session for publications, website (150 words or fewer):

Special Needs (e.g., tables, wall space, easel pads):

