



**AFT TEACH 2019 Conference**  
**July 11-13 | Washington, DC**

## **Session Proposal Template**

The AFT's next biennial professional learning conference, TEACH (Together Educating America's Children), will be held July 11-13, 2019, in Washington, D.C. If you would like to be a presenter at the conference, please use this document as a guide as you turn your presentation idea into a well-written proposal.

Proposals will be selected based on the following criteria:

- Quality of content
- Clarity of proposal/writing
- Member interest in the topic
- Relevance of content to the profession and engagement during presentation
- Presenter background and experience
- Included handouts, resume or other supplemental materials submitted with your proposal

Please join us on **Wednesday, Nov. 28**, for a webinar for those interested in submitting a proposal. We will discuss best practices for submitting your proposal and the learning expectations of presenters. If interested, please [RSVP here](#).

### **Overall, our attendees want:**

- Sessions with a greater **depth** of content
- Best practices and **tools** they can use right away and share with colleagues
- Sessions designed to **engage and educate**
- Differentiated content for **veterans**
- Sessions showcasing **tools, resources and strategies for the classroom**
- Plenty of time for **Q&A**—at least 15 minutes of Q&A and audience engagement

### **Attendees do not want:**

- Sessions with **basic content**, unless they are specifically designed for beginner-level attendees
- **Sales pitches** or promotion of products or services
- Panels that **don't include educators** as presenters
- Presentations that **do not match** the session description
- Sessions **without engagement**
- Sessions that are **unorganized** and presenters who are **underprepared**
- **To be lectured**; instead, they want to be engaged and trained

### **Submission Deadlines**

Call for session proposals opens	Tuesday, Nov. 13
All proposals due by	Monday, Jan. 14
Notification of session status	Monday, Feb. 11
Notification of session schedule	Monday, Feb. 25
Deadline for presenter conference registration	Monday, Mar. 4

### **General Tips for Creating a Strong Proposal and Session**

- Be clear, concise and complete with your responses. This will help reviewers gain a clear picture of what you plan to share and do in your session.
- Write a title and description that are accurate and would draw an audience. Be sure to include what grade level the content is most appropriate for. If participants read your title and description, would they be interested in attending the session? Would they have enough information to make a decision on whether to attend or not?
- Incorporate interactive components into your session. Participants want to work with and learn from presenters and each other. Consider ways to break up your session with activities, think-pair-shares, group discussions and hands-on learning experiences. Remember to also leave time for audience Q&A.
- Identify the right content level for your audience. Participants should feel like they are learning something new and working toward advancing to the next level.
- Please note the time lengths for each session type.
- We are seeking thoughtful and engaging proposals for sessions on topics most critical to our members and leaders that have clear learning outcomes, present intermediate to advanced content (most attendees are veterans), engage the expertise in the audience and address a significant topic/issue.

Submit your proposal by **Jan. 14** via the [Proposal Form](#). We will not accept proposals via email.

### **Main Contact Information**

(Complete all info for the main contact for the session)

First Name:

Last Name:

Job or Title (include grade level and content area):

School/Organization:

Union Affiliation (name of state or local union and role (member, leader, staff, etc.); if not affiliated, type none):

Street/Mailing Address:

City:

State:

ZIP Code:

Main Phone (xxx-xxx-xxxx):

Primary Email (non-school):

Twitter Handle:

Short Bio:

Role in Conference Session:

- Main Contact/Organizer and Presenter/Speaker
- Main Contact/Organizer Only
- Presenter/Speaker Only

If you are an AFT member, has your local union president approved this proposal for presenting at TEACH 2019? Yes or no.

- If a member's proposal is accepted or if any of the presenters are members, we would require approval from their local president to present at TEACH 2019.

Nonunion Affiliation Referral

- If you are not a member or leader of an AFT state affiliate or local, tell us which AFT staff member referred you to submit a proposal for TEACH 2019. If you are a member, type none.

## Session Overview and Information

### Content Level (select one)

Based on participant experience or knowledge:

- Beginner: Very basic content for attendees who are new to the topic or have less than two years of experience with relatable content.
- Intermediate: More in-depth content that goes beyond basics and is intended for attendees with at least four years of experience on the topic or relatable content.
- Advanced: In-depth analysis and discussion intended for attendees with 10 or more years of experience on the topic or relatable content.

### Content Area (select one)

These are the four theme areas that conference sessions will be organized into. To figure out which strand would be best for your session, use the descriptions below.

- **Advocate**: Content related to the latest developments in education, including district, state and federal policies, and activism related to educators' professional issues. Topics include the big-picture vision for the future of public education, the impact of the political landscape and overcoming policy-induced obstacles.
- **Collaborate**: Content related to programs and practices that foster collaboration among parents, families, communities, labor-management partnerships and university partnerships, and that use philanthropic resources to sustain programming.
- **Educate**: Content designed for members to deepen their practice, address instructional challenges and learn new strategies for the classroom. Topics include supporting ELLs, special education, ELA/literacy, classroom management and mathematics. Sessions in this strand are geared toward teachers, paraprofessionals, special education teachers, counselors and curriculum specialists.
- **Organize**: Content designed to engage members in topics related to strengthening unions, fostering member engagement and building capacity. Topics include opportunities for growth in the profession, the big-picture vision for teacher unions, using AFT professional learning for organizing, using Share My Lesson for member engagement, and issue-based bargaining.

### Target Audience (select up to four)

Administrators, Advocates, Counselors, Curriculum Specialists, Elementary School Teachers, Health Specialists, High School Teachers, Management, Middle School Teachers,

Paraprofessionals and School-Related Personnel (PSRPs), Principals and School Leaders, Policy and Legislative Staff, Teachers of English Language Learners (ELLs), Teachers of Special Needs Students, Union Leaders, Other.

### Session Length (select one)

What type of session are you proposing?

- **Express Sessions (45 minutes):** Short sessions that provide attendees with a host of hands-on, useable information and resources.
- **Focus Sessions (90 minutes):** Presentations that offer a deep dive into a targeted topic area and feature different perspectives and opinions. These sessions engage the audience through small-group discussions and work, and can include short workshops with hands-on learning and specific takeaways.
- **Intensive Sessions (3 hours):** In-depth workshops or instructional programs with hands-on learning opportunities and specific takeaways that enable participants to gain more expertise in a particular area of interest, or interactive exercises designed to address a challenge.

### What tags would best describe your session (select all that apply)

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| <ul style="list-style-type: none"><li>○ Achievement Gaps</li><li>○ Art Integration</li><li>○ Bilingual Education</li><li>○ Career and Technical Education (CTE)</li><li>○ Community Organizations</li><li>○ Community Partnerships</li><li>○ Community Schools</li><li>○ Culturally-Competent Instruction</li><li>○ Civics and Social Studies</li><li>○ Differentiation</li><li>○ Digital Citizenship</li><li>○ Discipline Disparities</li><li>○ Early Childhood Education</li><li>○ Education Policy &amp; Research</li><li>○ Educator Well-Being</li><li>○ English Language Arts</li><li>○ ESSA Implementation</li><li>○ Immigration and Undocumented Students and Teachers</li><li>○ International Insights &amp; Comparisons</li><li>○ Literacy</li><li>○ Maker Education</li><li>○ Mathematics</li><li>○ Media Studies</li><li>○ Mental Health and Illness</li></ul> | <ul style="list-style-type: none"><li>○ Opportunity to Learn</li><li>○ Parent Engagement</li><li>○ Performing Arts</li><li>○ Project Based Learning</li><li>○ Race and Unconscious Bias</li><li>○ Resource Equity</li><li>○ Restorative Practices</li><li>○ Science</li><li>○ School Climate</li><li>○ Diversity</li><li>○ School District Collaboration</li><li>○ School Finance</li><li>○ School Safety</li><li>○ Social Emotional Learning</li><li>○ STEM or STEAM</li><li>○ Student Trauma</li><li>○ Supports for LGBTQ Students</li><li>○ Supports for Low Income Students</li><li>○ Teacher Leadership</li><li>○ Team and Co-Teaching</li><li>○ Technology in the Classroom</li><li>○ Trauma-Informed Instruction</li><li>○ University Partnerships</li><li>○ Other</li></ul> |
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### Specific Session Information

**Title:** Make it interesting, marketable and accurate. Some of our best sessions include a question as the title. (10-word limit)

**Description:** Make sure it's aligned to your content, focuses on learning outcomes and provides information that would help participants decide if they want to attend your session and if it's a good fit for their grade level and/or content area. (175-word limit)

**Objectives:** What is the purpose of this session? Provide up to three bullet points expressing the objectives.

**Session Agenda:** How will content be delivered? Please provide an outline and agenda of your session describing the time, content and process.

- Time: How much time is needed for each part of your session?
- Content: What content will be addressed?
- Process: How will participants experience the content?

**Practical Application:** After attending your session, what actions would the participants realistically be able to implement immediately upon returning to their job, school or community?

Why is this topic/content important to educators or union leaders?

How would you connect this topic/content to the work of the union?

Why is TEACH the right place to present your content?

What interactive and adult learning elements will be part of your session?

How much knowledge and experience do you have on this topic/content? Select one:

- I have presented this content before and have 10 or more years of experience with this topic.
- I have not presented this content before to an audience, but have trained others in my organization or at my school.
- This would be my first time presenting this content, but I'm eager to do a great job.
- Other (please describe):

Tools/Resources: Will attendees be provided tools/resources they can use in their work as part of the session? Yes or no.

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I plan to participate or have participated in the presenter webinar: Yes or no.

Does your session require special room setup or technical needs? Our typical room setup includes a podium with a microphone, a projector and screen, and a head table with microphones for panel presentations, as well as chairs for participants.

Select all that apply:

- Audience polling
- Flip chart paper and markers
- Speakers/sound for video
- Tables for participants (for activities or writing)

No tables for participants (chairs only—best for active sessions)  
Video conference (Skype, Google Hangouts, etc.)  
Wi-Fi  
Other (please describe):

## Presenter Contact Information

(Complete all info for each presenter, up to four)

Presenter Experience: Have you presented at a previous TEACH (or QuEST) conference? Yes or no. If no, have you presented at any other past conferences? Please indicate the conference, year and location.

First Name:

Last Name:

Job or Title (include grade level and content area):

School/Organization:

Union Affiliation (name of state or local union and role (member, leader, staff, etc.); if not affiliated, type none):

Street/Mailing Address:

City:

State:

ZIP Code:

Main Phone (xxx-xxx-xxxx):

Primary Email (non-school):

Twitter Handle:

Short Bio:

If this is an AFT member, has the person received approval from his or her local union president to present at TEACH 2019? Yes or no.

- If a member's proposal is accepted or if any of the presenters are members, we would require approval from their local president to present at TEACH 2019.

## Thank You

We will notify you on the status of your proposal by Feb. 11. If your proposal is accepted, you will be asked to confirm your participation within two weeks of being notified.

If you have any questions, please contact Jasmine Oke in the AFT's educational issues department at [jgary@aft.org](mailto:jgary@aft.org).

We look forward to reading your proposal!

## Session Format Ideas

### Express Sessions (45 minutes):

- How-To & Tips (up to four presenters): Presenters take attendees through a series of tips and hacks to help them improve performance in a certain work area. Presenters walk attendees through setup and initial use to see how things work. This works best with technology use in the classroom, instructional practices, and resources and supports.

- Meetup (up to two presenters): Opportunity for attendees to meet up with others around a specific topic. The lead organizer provides guided questions and format to help attendees engage with one another.
- TED-Style Talk Series (up to four presenters): A series of short lectures (5-15 minutes) that present the speakers' perspectives around a topic or question. The lead organizer organizes the topic and speakers, while also ensuring opportunities for audience engagement at the end.

### **Focus Sessions (90 minutes):**

- Duo/Panel: Traditional format with up to four presenters to share their perspectives around a topic or question or opposing views, providing the audience with lessons learned and points to consider, and using interactive tools and audience engagement. The moderator ensures opportunities for audience engagement and shares resources.
- Boot Camp: A workshop or instructional program with hands-on learning opportunities and specific takeaways.
- Fishbowl: The moderator introduces the topic and the ways in which people should be grouped. When time runs out, the fishbowl is closed and the moderator summarizes the discussion. A few ideas:
  - o Participants are split into two to three smaller and distinct subgroups (such as men and women, or early career and veteran participants) that convene separately and come up with three to four questions for the other group, which are written on cards. The participants reconvene, exchange cards and form two circles, one subgroup inside the other, both of them facing inward.
  - o The inside group reads a question and discusses it, while those in the outside circle listen but do not speak. Each question is discussed in this way, making sure everyone in the inner circle has a chance to speak. The circles are then reversed. The questions that the groups generate can be on the same subject or not, at the discretion of the organizer. This is a good activity for groups of 30-60 people.

### **Intensive Sessions (3 hours):**

- Boot Camp: An in-depth workshop or instructional program with hands-on learning opportunities and specific takeaways.
- Problem Solving: An interactive exercise designed to address a challenge. Speakers facilitate a number of small-group discussions to identify possible solutions and resources/supports. Solutions are shared with all attendees, and participants could join together to form a community on the AFT's eLearning site.