



# Calgary City Teachers' Convention

February 15 - 16, 2018   Sharing ideas - Leading learning

## Session Proposal Planning Document

**Please provide answers to all prompts on this page before going online to submit a proposal.**

### Session Contact

**Only the following individual will be contacted about this session.** The speaker(s) listed below will not be contacted directly.

**Your First Name:**

**Your Last Name:**

**Your Email address:**

### Speaker Details

If this session proposal is accepted, the following information will appear in the convention app and online program. Please double check grammar and spelling before submitting this form.

### Session Title

What's in a name? A lot. With hundreds of sessions to choose from, your session title needs to be eye-catching to be effective.

**Session Title:**

### Session Length

We offer four general types of sessions to meet different teaching and learning goals:

- **60 min session-** A 60 minute session that provides adequate time to introduce and explore a unit, novel idea, or pedagogical approach. *60 minutes sessions run from 09:00-10:00; 10:45-11:45; 12:30-13:30 and 14:15-15:15.*

- **Half Day Workshops** - A half day workshop which includes lots of time for a combination of presentation, discussion, and active teacher participation. *Half Day Workshops will be scheduled from 09:00-11:30 or 12:30-15:00 and should include a short break, when needed.*
- **Full day Workshop** - A full day seminar organized around a particular theme or subject which includes ample time for teachers to work with presenters to fully explore a topic and to collaborate with colleagues so knowledge can be transferred back to their school contexts. *Full Day Workshops will run from 09:00-15:00 and should include lunch and breaks, as needed.*
- **Two Day Symposia** - A two-day symposium which provides time for teachers and presenters to explore a theme or subject in an in-depth way via a combination of speaker presentations, breakout sessions, group, and individual work time. *Two Day Symposia will run from 09:00-15:00 on both days of convention, with scheduled lunch and coffee breaks.*

**Which of the following formats best aligns with the learning outcomes of your session?  
(Choose one and delete the rest):**

60 min session  
 Half Day Workshop  
 Full Day Workshop  
 2 day symposium

## **Subject and Audience Links**

In the convention app and online program, teachers will find your session by applying subject and audience filters to the full list of over 350 sessions.

Please identify a maximum of 3 subject links which connect most closely to your session's objectives.

Choose all audience links that apply.

## **Subject Areas (Choose a maximum of 3 and delete the rest):**

Administration and School Leadership  
 Art  
 Assessment  
 Career and Technology Studies and Foundations  
 Curriculum and Pedagogy  
 Drama and Dance  
 Educational Research

English Language Learning  
Environmental and Outdoor Education  
Religious and Moral Education  
First Nations, Métis, and Inuit Education  
French and International Languages  
Guidance and Student Support Services  
Holistic Health  
Inclusive Education  
Keynotes and Special Events  
Language Arts and Literacy  
Learning Commons and Makerspaces  
Mathematics and Numeracy  
Music and Band  
Physical Education  
Science  
Social Studies  
Special Education  
Teacher Wellness  
Technology

**Target Audience (Choose all that apply):**

Early Childhood Education - Pre K -Kindergarten  
Division 1 (Gr 1-3)  
Division 2 (Gr 4-6)  
Division 3 (Gr 7-9)  
Division 4 (Gr 10-12)

**Ideal Audience Size:**

10-20  
20-40  
40-60  
60-100  
100+

**Session Description & Details**

This information will be included in the convention app and online program listings. Please limit your description to 125 words maximum. Longer descriptions will be redacted. Please be aware that the use of symbols other than letters, numbers, and standard punctuation can produce errors. Please do not use quotation marks, bullets, or accents.

### **Session Description (125 words maximum):**

**Please compose a 140 character Tweet that we can send out to generate interest in your session. Please remember to include your twitter handle and #CCTC2017 in your tweet.**

### **Room and Venue Considerations**

Providing the following information helps us better schedule sessions and coordinate with our venues and service providers. We do our best to honour all requests, but rely on our speakers to be flexible.

**If this session will be held at a location other than the TELUS Convention Centre, Hyatt Regency Hotel, or our partner high school, please provide the location, address, and directions here:**

### **Room Arrangement**

For shorter sessions, lecture style with chairs ONLY is preferred to allow more teachers to participate.

For longer workshops and sessions with a hands-on components we recommend an arrangement of tables and chairs. Note: classroom settings offer limited seating capacity, round tables increase seating capacity.

**Room Arrangement (Please choose one and delete the rest):**

**No Preference**

**Lecture**

**Classroom**

**Round tables with chairs**

**Other (please elaborate here)**

**Other room considerations (Please specify):**

### **Audio Visual Requests**

We provide a LCD project and screen. We provide a podium and hand-held microphone for rooms with larger seating capacities (exceeding audience capacity of 40). We DO NOT supply computers, each presenter is responsible to bring their laptop.

We provide wireless internet at our main convention sites and high school affiliates. If you plan on having a number of participants working online, streaming large files, or using complex cloud-based software please request a computer lab.

Speakers are advised to download any YouTube videos they want to use in presentations using KeepVid or a similar on line tool. We also recommend that speakers bring back-up copies of their presentations saved on USB flash drives in case their laptop or device does not connect to projectors provided.

**Speakers are responsible to bring any adaptors needed to connect their laptops or digital devices to the LCD projectors in the room.**

**AV Needs (Please choose all that apply and delete the rest)**

**Speakers that connect to laptop/device**

**Flipchart and pens**

**Whiteboard and pens**

**Wifi for presenter**

**Wifi for participants**

**Other (please elaborate in the next text box)**

**Other AV needs (please specify)**

## **Session Preregistration**

Pre-registration should only be requested for sessions that are to be held off-site (such as physical activity sessions), that have large hands-on components (such as Art, Science lab, or CTS sessions), or those that have very limited space. Registration should NOT be used to limit the size of your audience.

**Does your session require teachers to register in advance? (Choose your answer and delete the other)**

**If your session requires preregistration what is the maximum number of teachers who can register?**

**Do teachers need to pay a fee to participate? If so, please ensure you have requested preregistration (Choose your answer and delete the other)**

No  
Yes

**If yes, what is the cost per teacher?**

Collected fees can only be used to cover the cost of consumables, equipment rentals, and instructor fees. Fees are not to be charged to cover the cost of copying or provide resources to all participants. Please familiarize yourself with our speaker guidelines.

## **Hosts**

We will attempt to find a teacher to host speakers on the day they present. The host can help with housekeeping issues (such as solving AV issues and managing room capacity, for example) and is responsible for introducing the speakers. If a host cannot be arranged, speakers will need to attend to hosting duties themselves.

**Experienced/returning speakers and those co-presenting in groups of 3 or more should not request a host, please.**

**Would you like the CCTCA to try to find a host for your session? (Choose your answer and delete the other)**

No Preference  
No  
Yes

## **Honourarium**

The CCTCA provides a modest honourarium to speakers for the time taken to prepare sessions for convention. This amount is reported to the Canada Revenue Agency by the Alberta Teachers' Association. Any speaker receiving an honourarium payment will be required to provide their legal name, mailing address, and social insurance number to the CCTCA. If payment is to be made to an organization, a GST registration number must be provided.

Speakers receive a modest honourarium to compensate them for the time they spend preparing session presentations and materials. This amount is reported to the Canada Revenue Agency (CRA) by the Alberta Teachers' Association (ATA).

### **Our standard honourarium for each type of session is as follows:**

- 60 minutes sessions- \$150
- Half Day Workshops- \$300
- Full Day Workshops - \$600
- Two Day Symposia- \$1200

***Only in rare cases will a different honourarium be negotiated or approved.***

### **Honourarium Requested:**

## **Payment Arrangement**

Please note that co-presenters share the honourarium; multiple speakers do not each receive the standard honourarium for the same session. If you wish to receive GST on top of your honourarium, you must provide the CCTCA with an invoice that includes your GST number.

**Who will be receiving the honourarium payment for this session? (Choose one answer and delete the rest).**

- N/A (no honourarium requested)
- One speaker
- Split equally among all speakers
- An organization

**Please specify who the honourarium payment should be made out to. Provide either the first and last name of an individual speaker, the list of speakers to be paid, or the name of the receiving organization:**

## **Speaker Information**

**This information will be required for each speaker, if it is a group presentation.**

Speaker One  
Name

Title

Organization/School:

Address

City

State / Province / Region

Postal / Zip Code

Phone

Phone is required.

Email

Email is required.

Presenter Bio (Max 150 words)

## 2. Add Presenter's Photo

**If URLs are provided below, these links will be included on the speaker's bio page on the event website.**

Have you presented at Calgary City Teachers' Convention in the past?

Yes

No

## **How many times?**

1-5

6-10



10+

**Are you also an exhibitor?**

Yes

No

## Expenses

**Do you require substitute teacher release time?**

Yes

No

**What school district do you teach in?**

**Approximate cost?**

## Travel and Expenses

**Costs affiliated with travel, expenses and accommodations MUST be pre-approved by the CCTCA and agreed upon prior to the speaking engagement. Any travel, expenses and accommodations which are not pre-approved and agreed upon prior to the speaking engagement will be the responsibility and at the sole expense of the Speaker.**

**Do you require travel expenses?**

Yes

No

**Driving From Where?**

**Flight Required (Flights pre-booked by Tier One Travel)**

Yes

No

**Flight From Where?**

## Accommodation

Note to reader: For speakers traveling from outside of Calgary and district (more than 100 kms) CCTCA may provide one night accommodation at the Hyatt Regency Calgary before or after your speaking engagement. If a speaker has multiple sessions, additional room nights may be negotiated.

### **Please check preferred date for your hotel accommodation**

February 14

February 15

February 16

**Is there anything else we need to know about this session proposal?**

## **Terms & Conditions**

Please read the [Speaker Guidelines](#).