



CALL FOR PROPOSALS

Workshop proposals due Tuesday, June 30, 2020

INNOVATE & INSPIRE

The California County Boards of Education (CCBE) is excited to bring you VIRTUALLY elbow-to-elbow, or should we say “screen-to-screen,” with county board members and superintendents. CCBE invites you to submit a proposal for the 2020 Annual Fall Conference, which will now take place virtually September 11-12, 2020. We realize that a virtual conference will not provide the same experience as an onsite conference, but we expect that this will nevertheless lead to new connections and a lively interaction between the participants.

As the role of County Offices of Education continues to evolve, CCBE’s Annual Conference strives to provide relevant and timely resources for board members and superintendents. We invite you to share your best practices, expertise, and inspire your colleagues throughout the state by presenting an informative and interactive workshop tailored to the needs of County Boards of Education that reflects current events.

OUR MEMBERSHIP

CCBE is a statewide organization that operates as a section of the California School Boards Association (CSBA) and partners with it in providing educational leadership serving the unique needs of all County Boards of Education in California. County board members are a link between the community and the County Offices of Education and the County Superintendent. County board members play an influential and powerful advocacy role to help meet the needs of County Offices of Education, public education, and students throughout California.

CONFERENCE GOALS

The virtual conference will feature online presentations uploaded to the virtual conference platform and made available between September 11 – 12, 2020 up to 90 days. During this time, viewers will be able to ask questions and the presenters will have a chance to respond. We hope that during this exchange presenters and the audience will be able to form similar connections as they would if they were present in person at a conference.

The Annual Conference Planning Committee is particularly interested in presentations that address the following:

- Leading and managing through crises.

- Implementing health and wellness and social and emotional learning opportunities and programs throughout your county schools and districts.
- Providing effective and equitable distance learning opportunities and bridging the digital divide
- Advocate and ensuring inclusive and equitable learning environments for all students and staff.
- Share best practices and inspirational stories about how you or your team made a difference for students, the county, or the community so that the work you've done today sets the foundation for a better future for all students.

We anticipate that conference sessions will be 60 minutes in length. This year, we ask that presenters prepare their direct presentations as a pre-recorded video and include 15 minutes of interactive and solution focused community conversation through the Q&A discussion section that will be made available through the virtual conference platform.

SELECTION CRITERIA

While we are grateful for all proposal offers, due to the limited time and space at the conference, the planning committee must review proposals to choose programs that are most closely aligned with current relevant topics. The committee will review proposals based on:

- Is the perspective of county boards of education and its policy role clearly present?
- Is the proposal well-planned, well-written and provides a clear and realistic picture of what the intended outcomes are?
- Is the definition and focus of the topic and practical application of material for county boards of education present?
- Are the presenter(s) experienced, knowledgeable, effective, and engaging?
- Is the proposed topic timely and relevant for county boards of education?

REQUIREMENTS AND SUBMISSION PROCESS

Presenters will be asked to present their workshop format.

- Presenters will provide a pre-recorded presentation of material that will be loaded into the conference platform. Tools on how to do this will be provided to all accepted presenters. A time will be determined for the presenter to be available to engage with attendees for Q&A made available through the conference platform.
- Keynote presentations will happen in real time via Zoom or webinar program. A member of the conference team will be in touch with those presenters for practice and answering questions.
- Conference attendees will be able to view all sessions through the conference platform on any desktop or mobile device.

All proposals that have been submitted will be reviewed, and if accepted for presentations, will be assigned a presentation space.

- Workshop Proposals may have up to four members on a panel and shall include at least one county office of education board member.

- All presenters must commit to the presentation of a program at pre-assigned times during the conference, from September 11-12, 2020 and be prepared to submit a pre-recorded video presentation.
- Presenters should grant permission for hard copy and online distribution of supplemental resource materials and provide soft copies of power points in advance.
- Presenters will receive a complimentary, non-transferable one-day conference pass for the day of their presentation. If they wish to attend the entire conference, they must register at the full conference rate.
- CCBE does not accept workshop proposals that are intended to sell a product or service.

APPLICATION PROCESS

Please complete the attached proposal form, providing enough detail to allow the planning committee to understand how the session would be structured and which conference focus area you plan to target.

Submit your electronic proposal to CCBE at ccbe@csba.org on or before the Tuesday, June 30, 2020 deadline.

You will be notified in July whether your proposal has been selected for inclusion in the Virtual 2020 CCBE Annual Fall Conference. If your proposal does not meet the needs of this year's program, the committee hopes you will resubmit your proposal for a subsequent conference.

Once again, we would like to thank you for your patience, support, and enthusiasm to help us transform CCBE 2020 Annual Conference into a virtual program. We believe it is a great opportunity to experiment with the new modes of engagement and we count on your participation to help us create a dynamic and inclusive virtual conference.



September 11-12, 2020

REQUEST FOR PROPOSAL FORM

Please type or print clearly and complete the entire form. The information provided on the proposal form will be printed in the conference program if selected. You may attach additional information (e.g., brochures, press clippings, etc.) to the proposal form. Presenters who wish to participate in any other portion of the conference beyond their presentation are required to register for the conference.

Title of Program: (please limit to 15 characters if possible)

Program Description: Provide a summary (80 words or less) of the content that will give the conference planning committee an accurate understanding of what will be covered in your program. The following text will be used to market the presentation should it be included in the program.

Learning Objectives: Please indicate three objectives for the presentation. This could be specific skills, ideas, procedures or policies that attendees will take away from this presentation. These objectives should be specific to the role of county board of education trustees. You can list objectives as an ending to the following sentence: At the end of this session, participants will be able to...

Method of Instruction: (mark all that apply): In what way will you engage participants? Include any ways you will encourage active learning, such as case study exercises, role-playing, small group discussion, facilitated brainstorming, or action plans.

Lecture **PowerPoint** **Interactive** **Small Group work** **Large Group Discussion**

Focus Area: Describe which of the focus area(s) is addressed by this presentation.

PRESENTER INFORMATION

The lead presenter will be contacted for any questions and will be informed of the decision on the proposal. If the lead contact for the session is not a presenter for this program, please indicate the name, e-mail, and phone number for the lead contact, so he/she can be contacted instead. Panels are limited to 4 people total, including the moderator. If this session is a panel format, please indicate which presenter will serve as the moderator.

Enter a brief biographical sketch for each presenter. Presenter bios should be written in a narrative format and include name, current title, current organization and a few sentences containing biographical information that illustrates why the individual is qualified to speak on a specific topic. Bios should be no more than 80 words each. If the proposal is accepted, the bios in this section will be used in the conference program.

Lead Presenter/Session Coordinator

Name:	Position/Title:	
County/Organization:		
Address:	City:	State & Zip Code:
Phone:	Email:	
Are you a CCBE member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Enter a brief biographical sketch (not more than 80 words) for lead presenter.

Presenter Two

Name:	Position/Title:	
County/Organization:		
Address:	City:	State & Zip Code:
Phone:	Email:	
Are you a CCBE member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Enter a brief biographical sketch (not more than 80 words) for presenter two.

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Presenter Three

Name:	Position/Title:	
County/Organization:		
Address:	City:	State & Zip Code:
Phone:	Email:	
Are you a CCBE member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Enter a brief biographical sketch (not more than 80 words) for presenter three.

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Presenter Four

Name:	Position/Title:	
County/Organization:		
Address:	City:	State & Zip Code:
Phone:	Email:	
Are you a CCBE member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Enter a brief biographical sketch (not more than 80 words) for presenter four.

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AUDIO/VISUAL EQUIPMENT

All presentations will be assigned a space on the virtual conference platform and will be conducted through Zoom video conferencing or other presentation program of your choosing.

- If you submit a handout, they will be uploaded to the conference platform, where attendees will be able to download them.
- This is a 60-minute pre-recorded presentation. Once the video has ended, the presenter will be able to engage with attendees through the discussion section on the conference platform.
- A CCBE representative will communicate with you to gauge your level of experience with Zoom and provide practice times, if necessary.
 - Please arrive in your meeting presentation 15 minutes before your presentation begins.
 - Be sure to test your audio before entering the room
 - At that time, you may share your screen and will control the microphone and presenter screen.
- Also, please remember that this is a professional event, so:
 - Please dress appropriately for your presentation or participation in the conference.
 - Please find a quiet spot in your home, office, etc., for your participation, to reduce background noise and other unintended interruptions or distractions.
- Presenters will receive their presentation time via email once the draft schedule is available (approx. July 30th). Presentations will take place between 2:00 – 5:00 pm PST on Friday, September 11 and 10:00 am to 4:00 pm PST on Saturday, September 12.

SUBMIT PROPOSAL FORM TO: CCBE at ccbe@csba.org (*preferred*). Phone: (916) 669-3281.