

2019 NAIS ANNUAL CONFERENCE

FEBRUARY 27-MARCH 1 | LONG BEACH, CA

ONE-HOUR WORKSHOP PROPOSAL REQUIREMENTS

- **Choose a conference track:**
 - **Communications and Advancement:** Designed for heads and trustees as well as communication and advancement practitioners, these workshops address what it takes to ensure effective communication to – and relations with – all key constituencies.
 - **Governance:** Designed for trustees and heads of schools in their role as liaisons with the board, these workshops focus on all aspects of board governance.
 - **Leadership Development:** Designed for heads and all academic and administrative leaders, these workshops focus on effective school leadership and professional development.
 - **Management:** Designed primarily for heads, business officers, financial aid directors, division heads, and deans, these workshops focus on the day-to-day management of people, programs, finance, enrollment, the market, and operations.
 - **The Classroom Experience:** Designed for all educators and academic leaders, these workshops focus on design and implementation of academic programs.
 - **The Student Experience:** Designed for all educators and academic leaders, these workshops focus on the student experience, including: equity and justice issues, bullying, student wellness, families, and character development.
- **Choose up to three tags for sub-categories**
 - Administrator Development
 - Advancement
 - Communications and Marketing
 - Crisis Management
 - Data and Research
 - Enrollment Management
 - Equity, Inclusion, and Justice
 - Faculty Development
 - Financial Sustainability
 - Governance
 - Head of School Leadership
 - HR and Talent Management
 - Innovation
 - School Culture
 - Student Wellness
 - Teaching and Learning
- **Presentation Title (15 words)**
- **Description (300 words):** This is a longer description for you to explain the idea behind your workshop
- **Conference Program Abstract (100 words):** This is the short blurb that will be used for marketing purposes.

- **Three Learning Objectives** (20 words each)
- **What is new and unique about your workshop?** (50 words)
- **Knowledge Level**
 - Introductory - customized for attendee with little or limited knowledge about this topic.
 - Intermediate - designed for attendees with some experience in this content area, who are eager to know more.
 - Advanced - tailored to attendees with a high level of knowledge and experience with this subject matter.
- **Target Audience** (20 words)
- **What school division is this workshop tailored to?**
 - Lower School
 - Middle School
 - Upper School
- **Does this workshop involve legal issues?** Yes/No
- **Engagement:** How will you engage your audience? Choose up to 3 options.
 - Case Study Exercise
 - Large-Group Discussion
 - Role Playing
 - Hands-on Activity
 - Self-Discovery Exercise
 - Small-Group Discussion
 - Other
- **Room Requests:** There will be a limited amount of rooms set up in rounds. If you would prefer that room set up, please indicate that below. NAIS will attempt to honor these requests, but they cannot be guaranteed. NAIS will attempt to honor these requests, but they cannot be guaranteed.
- **Special Notes:** Use this space to indicate any special notes or considerations that are not evident in your proposal.