



THREE-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 (500 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.
- **Facilitation Experience and Biographies**

Please include detailed information about specific and similar facilitation experience you (and your co-presenters, if applicable) have. You may include any other professional awards, publications, or projects that are relevant to this presentation.
- **Optional CV upload**
- **Target Audience** (20 words)
- **What school division is this workshop tailored to?**
 - Lower School
 - Middle School
 - Upper School
- **Agenda Outline:** Please provide a tentative outline of how you will spend your three hours, including time estimates for each portion of the agenda.
- **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
- **Special Notes:** Use this space to indicate any special notes or considerations that are not evident in your proposal.