



Three-Hour Workshop Proposal Requirements

- Presentation Title (15 words)**
- 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. These workshops may be of particular interest to teachers.
 - **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. These workshops may be of particular interest to teachers.
- 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
 - Mastery
 - School Culture
 - Student Wellness

- o Teaching and Learning Best Practices
 - o Virtual Learning
- Description (500 words):** This is a longer description for you to explain the idea behind your workshop.
- Conference Program Abstract** (100 words): This will be the blurb used on the website and in the program for marketing purposes. If your workshop is only applicable to certain groups, e.g. lower school administrators, please include that here.
- Three Learning Objectives** (20 words each)
- What is new and unique about your workshop?** (50 words)
- Knowledge Level**
 - o Introductory - customized for attendees with little or limited knowledge about this topic.
 - o Intermediate - designed for attendees with some experience in this content area, who are eager to know more.
 - o 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?**
 - o Lower School
 - o Middle School
 - o Upper School
- Agenda Outline:** Please provide a tentative outline of how you will spend your time, including time estimates for each portion of the agenda.
- Engagement:** How will you engage your audience? Choose up to 3 options.
 - o Case Study Exercise
 - o Large-Group Discussion
 - o Role Playing
 - o Hands-on Activity
 - o Self-Discovery Exercise
 - o Small-Group Discussion or Breakout Rooms
 - o Other
- Does this workshop involve legal issues?** Yes/no
- Special Notes:** Use this space to indicate any special notes or considerations that are not evident in your proposal.