

## Call for Presenter Application Form

DEADLINE: **March 25, 2005**



**October 26-29, 2005**

with one-day pre-conference seminars on **October 26, 2005**

### Return form to:

ProLiteracy Worldwide Annual Conference 2005  
1320 Jamesville Avenue  
Syracuse, NY 13210

- ❑ You may submit your proposal by mail, online, or by fax at (315) 471-9150.
- ❑ All information must be typed. Information as it appears in the proposal will be used in the program. Please adhere to the word count guidelines. Be sure to include what participants will learn, activities to be used, and level of expertise needed by participants to benefit from the session.
- ❑ Submission Deadline: March 25, 2005. Your proposal will be ranked based on the information provided in the proposal. An overhead projector and flip chart will be provided in each presentation room, if requested.
- ❑ If selected, a presenter agrees to register for the conference using a conference registration form, furnish handouts, communicate with co-presenters, and provide any additional AV equipment beyond the overhead projector and flip chart provided by ProLiteracy Worldwide.

**For additional information, contact the Conference Team at (315) 422-9121 ext. 319 or via e-mail at [jpmayse@aol.com](mailto:jpmayse@aol.com).**



# Call for Presenter Application Form

DEADLINE: March 25, 2005

**Workshop Title:** \_\_\_\_\_

**Workshop Abstract:** (50-word maximum. If the workshop is accepted, the abstract will be included in the program.)

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**Workshop Description:** (250-word maximum. Provide a description of what attendees will learn and what activities (if any) you will use during your presentation. Also, please indicate what level of knowledge the participants should have (basic, intermediate, advanced).

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**Room setup:**  
(Please check the appropriate boxes)

- Classroom
- Technology Lab
- Additional Tables \_\_\_\_
- Panel (Set for \_\_\_\_)
- Internet Hookup (additional cost to presenter)
- Roundtable

**Workshop Length:**     1½ hours                       3 hours

**Primary Track Selection:** (Please indicate primary area)

- ESL
- Linking Research to Practice (instruction, training, management)
- Promoting Literacy Awareness and Advocacy (advocacy, public awareness, marketing)
- Student
- Innovative Practices in Literacy and Adult Education (basic literacy, training, workforce education, math, family literacy, correctional education, workplace, technology, etc.)
- Program Improvement and Accountability (organizational planning and evaluation, volunteer administration, fund development, accreditation, and hot topics in leadership)

**Target Audience:** (Please indicate target audience(s))

- Administrators
- Instructional Staff
- Students/Learners
- Board Members
- Program Coordinators
- Trainers
- General Audience
- Program Directors
- Volunteers/Tutors

**Presentation Aids:** (An overhead projector and flip chart will be provided at **no cost** if requested (check appropriate box(es)).

- Overhead and screen     Flip chart

**Additional Presentation Aids:** (If your workshop is selected and you need to utilize additional AV equipment, we will provide you with the contact information for our AV vendor. You will then **contract individually** with the provider.)

- Additional AV

**Lead Presenter:** (This individual is responsible for relaying information between the conference team and the co-presenter. Please provide your primary contact information.)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Biographical Information:** (add sheet)

**Co-Presenter:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Biographical Information:** (add sheet)

**Presenter Agreement:**

I understand that the lead presenter and one co-presenter:

- **Must register and pay the reduced conference rate** (any additional presenters must pay the full conference rate)
- **Will be responsible for all costs related to transportation, room, and board**
- **Will be responsible for furnishing handouts in the quantity needed**
- **Will be responsible for costs of audio-visual equipment requested beyond one flip chart and an overhead projector**

**Lead Presenter Signature:** \_\_\_\_\_

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