



2017 PASAP-PAMLE Conference RFP

Welcome to the 2017 PASAP-PAMLE CONFERENCE RFP

GENERAL INFORMATION FOR COMPLETING THE REQUEST FOR PRESENTATION (RFP)

The Pennsylvania Association of Student Assistance Professionals (PASAP) and the Pennsylvania Association for Middle Level Education (PAMLE) would like to thank you for your interest in providing a professional development presentation at the 2017 Conference.

Concurrent breakout sessions will be held during (6) six allocated sessions beginning at 12:30 p.m. Sunday afternoon, February 26, 2017, through 12:30 p.m. Tuesday, February 28, 2017. Two Plenary sessions will be scheduled on Sunday afternoon which will be two hours in length. Monday breakout sessions will be two hours in length and Tuesday breakout sessions will be one hour in length.

The conference planning committee may select presentations to fill double slots or keynote sessions and may request that certain sessions be repeated more than once during the conference.

All concurrent session applications must be submitted online. Previewing a copy of the complete application may be helpful in preparing for your online submission. Paper submissions will not be accepted; the supporting paper document provided on the website is only intended to assist in the preparation of the proposal submission.

The speaker agreement includes PASAP's policies on registration and presenting which must be agreed to before a proposal can be completed and submitted online.

CONCURRENT SESSION ROOM SETUP AND TECHNOLOGY

Presenters will be responsible for providing any technology required for the session (e.g. LCD projector, laptop). Each room will be equipped with a projection screen and a cart with a power supply. Most rooms will be set up classroom style (chairs in rows with tables)

PRESENTATION MATERIALS AND HANDOUTS

Presenters are responsible for duplicating handouts and materials that will be provided to participants. Regular sessions typically draw 15-30 participants while Plenary sessions can draw up to 150 participants. Additional information about estimated attendance will be provided to presenters in mid-February. We encourage you to submit an electronic copy of your handout(s) to the PASAP office at support@pasap.org prior to the start of the conference so that your presentation handouts can be posted on the PASAP website for conference attendees. We hope this will also save time and resources for each presenter.

ONLINE RFP SUBMISSION PROCESS

The online application system WILL NOT allow you to return an incomplete RFP. Please be prepared to complete the application in its entirety and submit. The online application will time out if you take too long to complete it. We suggest that you have your information/answers prepared prior to beginning the RFP. We have included a PDF of the RFP application on our website at www.pasap.org for your review and preparation prior to completing the online application.

SUBMISSION DEADLINE: FRIDAY, SEPTEMBER 30, 2016



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Lead Presenter Contact Information

Please complete the following contact information for the Lead Presenter. The conference planning committee assumes that the lead presenter is the person who submits the application for presentation. All correspondence will be addressed to that person unless otherwise indicated.

* 1. Lead Presenter Contact Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Agency/Organization	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Primary Email Address	<input type="text"/>
Primary Phone Number/Ext	<input type="text"/>

2. Supplemental Contact Information

Secondary Email Address	<input type="text"/>
Secondary Phone Number	<input type="text"/>



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PRESENTATION DETAIL SECTION

Categories of Topics: Categories of requested topics of interest are listed below. Please note that we are looking for current trends and successful strategies in working with school age children (K-12), the Student Assistance Program process, and related areas of concern and/or support.

* 3. Select the topic(s) that best describes the content of your presentation.

- Advisory Group Practices
- Aftercare Support at School
- Alternative Education Practices
- Crisis Management, Intervention, and Postvention
- Cultural/Ethnic Diversity
- Cyberbullying / Cyber Ethics
- Data Analysis to Support Intervention
- Effective Leadership and Maintenance Techniques
- Elementary SAP Process
- Gambling/Gaming
- Homelessness
- Improving Attendance / Preventing Truancy
- Improving School Climate and School Safety
- LGBTQI (Lesbian, Gay, Bisexual, Transgendered, Questioning, Intersexed)
- Mental Health Disorders (Anxiety, Autism Spectrum, Conduct Disorder, Eating Disorders, OCD, ODD, PTSD, etc.)
- Nutrition, Healthy Lifestyles, Wellness
- PAYS (PA Youth Survey) and SAP – Utilizing your data
- Positive Behavior Support and SAP

- Prescription / Synthetic / Illegal Drugs and Use
- Relational Aggression
- Resiliency and SAP
- Response to Instruction and Intervention and SAP
- Restorative Practices
- School Based Mental Health Services
- School Crisis Response
- Self-Injurious Behavior / Students Who Self Injure
- Sexting
- Social Networking (Pros and Cons)
- Students Who Self Injure
- Suicide Prevention
- Supporting Military Families
- Supporting Non-Traditional Families
- Technology Addiction
- Trauma Informed Care in Schools
- Trends in Drug/Substance Use/Abuse; Concealed Drugs
- Utilizing SAP to Support School Policies Violence / Gang Violence
- Other (please specify)

*** 4. Presentation Title (Please be brief/concise. PASAP reserves the right to modify to fit registration and promotional formats)**

*** 5. Presentation Description (Will be used on the website and in the program booklet)
(Maximum 500 characters)**

*** 6. Session Learning Objectives/Goals**

Provide a minimum of three (maximum of five) clear, concise, measurable and behaviorally stated instructional learning objectives/goals for the participants in this session. Objectives/Goals must address what the participant would be able to do to increase student achievement and school success as a result of the session not what the instructor expected to do.

Verbs to avoid when writing objectives: to know, to understand, to appreciate, to enjoy, to grasp the significance of, to believe

Verbs to use when writing objectives: to write, to recite, to recognize, to identify, to differentiate, to solve, to construct, to list, to compare, to contrast, to state

(100 character limit for each objective)

For example:

Participants will identify strategies to effectively implement aftercare support in a school setting.

or

After attending the session and reviewing the materials provided, participants will recognize the symptoms of suicidal ideation.

Objective #1

Objective #2

Objective #3

Objective #4

Objective #5

*** 7. Session Content**

Please describe how the content of the session will support students in becoming successful learners and/or how it will assist the participant in designing or implementing policies and procedures that support a positive, safe school climate.

(Maximum 500 characters)

*** 8. Session Relevance**

How does this session contribute to the advancement, extension and enhancement of the professional skills and knowledge of the practice of teaching, social work, school psychology, school counseling, school nursing, Student Assistance Program Team process or therapeutic intervention? (Maximum 500 characters)

*** 9. This presentation is designed as a:**

- One hour breakout session
- Two hour breakout or plenary session
- One hour keynote at a general session during a meal

Additional Comment

*** 10. Indicate all of the training methods you will use in your presentation:**

- Lecture/direct instruction
- Large group instruction
- Small group instruction
- Practical demonstration
- Role playing
- Modeling
- Simulations
- Problem Solving
- Video/Audio Selections
- PowerPoint/Prezi
- Other (please specify)



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SPEAKER PROFILE SECTION

Lead Presenter Bio, Session Outline, and Picture:

All lead presenters are required to provide a brief one or two paragraph biography. As per Act 48 requirements, the biography must include the trainer's credentials and areas of expertise as a way of demonstrating their qualifications to deliver the proposed offerings. In addition, Act 48 requires an outline of the content to be provided during the session. Please include the outline with your biography or send as a separate attachment to support@pasap.org.

A picture is also requested so that it may be included with your profile. Email your picture as an attachment to support@pasap.org. Your biography and picture will be used in the conference program booklet, the speaker profile section of the PASAP website, and in conference promotional materials.

- * 11. Copy/Paste your bio and session outline here (Maximum 500 Characters)

***Reminder to please send your picture for use on the website and promotional materials to support@pasap.org**

- * 12. If selected to present, are you able to present during any of the scheduled Concurrent Session and/or Keynote times?

YES

NO

13. If no, please indicate the days and sessions during which you are NOT ABLE to present:

- Sunday, February 26, 2017, Afternoon Plenary Session #1
- Sunday, February 26, 2017, Afternoon Plenary Session #2
- Sunday, February 26, 2017, Evening Dinner Keynote #1
- Monday, February 27, 2017, Morning Breakfast Keynote #2
- Monday, February 27, 2017, Mid-Morning Concurrent Session #3
- Monday, February 27, 2017, Luncheon Keynote #3
- Monday, February 27, 2017, Afternoon Concurrent Session #4
- Tuesday, February 28, 2017, Early Morning Concurrent Session #5
- Tuesday, February 28, 2017, Late Morning Concurrent Session #6

*** 14. How many co-presenters are you planning to have for your presentation? A maximum of three co-presenters in addition to the lead presenter will be listed in the program.**

- None
- One Co-Presenter
- Two Co-Presenters
- Three Co-Presenters



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SPEAKER PROFILE INFORMATION CONTINUED

15. Co-Presenter #1 Contact Information

Co-Presenter Name

Agency/Organization

Address

Address 2

City/Town

State

ZIP/Postal Code

Primary Email Address

**Primary Phone
Number/Ext.**

16. Co-Presenter #2 Contact Information

Co-Presenter Name	<input type="text"/>
Agency/Organization	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Primary Email Address	<input type="text"/>
Primary Phone Number/Ext.	<input type="text"/>

17. Co-Presenter #3 Contact Information

Co-Presenter Name	<input type="text"/>
Agency/Organization	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Primary Email Address	<input type="text"/>
Primary Phone Number/Ext.	<input type="text"/>

*** 18. If your proposal is accepted, what are your conference attendance plans?**

- I plan to register and attend the full conference.
- I plan to register and attend only one day of the conference.
- I plan to register and attend the conference only during the time of my presentation.

19. In the past, I have attended the conference as a

Participant

Presenter

I have not attended the conference



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Speaker Terms and Conditions

Please read the Speaker Terms and Conditions listed below carefully. If you have questions, contact us at support@pasap.org.

CONCURRENT SESSION ROOM SETUP AND TECHNOLOGY

I understand that I will be responsible for providing any technology required for my session (e.g., LCD projector, laptop, speakers) All session rooms will be equipped with a projection screen and a cart/table with power supply.

CONFERENCE REGISTRATION

All presenters are expected to register for the conference, although those who plan to attend only during the time of their session will not be required to pay a registration fee. The conference registration fee includes the cost of materials, meals, snacks and beverages. Presenters may also register for the full conference or for a one day of attendance.

SESSION MATERIALS

Regular sessions will typically draw 15 to 30 participants while Plenary sessions can draw up to 150 participants. I understand that I am responsible for duplicating session handouts and materials that will be provided to participants. Additional information about estimated attendance will be provided to presenters in mid-February 2017.

I acknowledge that I will send an electronic copy of my session handouts to the PASAP office at support@pasap.org prior to the start of the conference at 12:30 p.m. on Sunday, February 26, 2017. An electronic format of the handouts provided to PASAP in advance will be made available to conference attendees prior to the scheduled session.

PAYMENT OF SPEAKER FEES

I acknowledge that as the lead presenter I will receive a \$100.00 stipend for each individual session and that there is one stipend per session (regardless of number of presenters for that session). I also understand that if I present at two sessions, I will receive \$200.00.

I acknowledge that no other expenses will be paid and that I am responsible for expenses including conference registration, mileage, tolls, food, and lodging.

SESSION SCHEDULING

Conference organizers will make every effort to accommodate presenter scheduling needs received by **December 14, 2016**. Change requests made after that date will be accommodated to the extent feasible.

SPEAKER CONTRACT

I understand that a speaker contract will be issued to me for my signature once my RFP has been accepted by the conference planning committee. Included in the language of this contract will be the speaker fees, schedule of my session(s) and any other special considerations that were agreed to with the conference planning committee.

*** 20. I have read and agree to the Speaker Terms and Conditions**

YES

*** 21. Type your name in the box to acknowledge completion of the RFP**

*** 22. Enter date**

Date MM DD YYYY
 / /