

So You'd Like to Present at Summit!



Your Success is Our Success

Much of the success and continued interest in the Summit is directly attributable to the educators who step up to present in our breakout workshops. It is through your dedication and willingness to share your knowledge that we are able to provide the variety and quality of sessions for which the Summit has come to be known. We thank you for your interest!





Our Objective in this Presentation:

The viewer will apply the tips provided in writing and submitting a high-quality ECE Summit Workshop proposal.

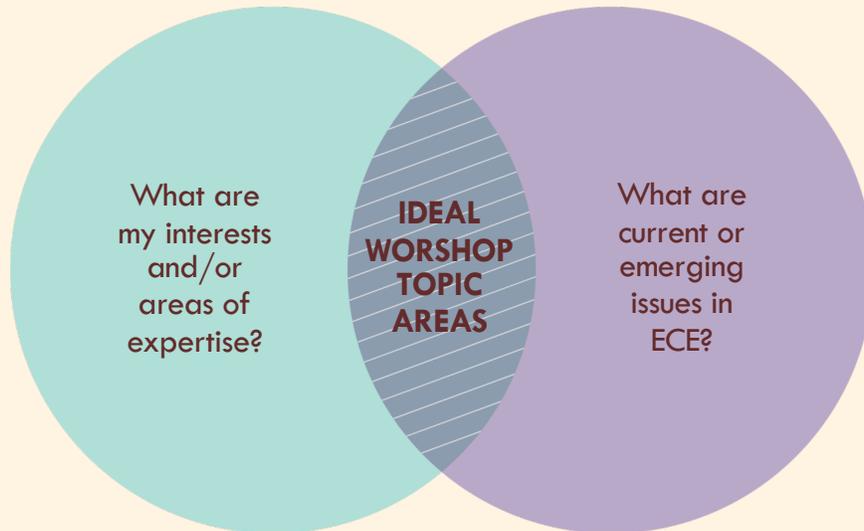


Set aside some time to think and plan

As with many things, it can take longer to create a good submission than you first think!



Deciding on a Topic



Research previous Summit workshops



- Look through Conference Books from prior years
- Login to the PA PD Registry at <https://papdregistry.org> and search the Course Catalog for "ECE Summit" in the Course Title field





Decisions, decisions...

- What is the best format for my topic?
 - Solo Presenter?
 - Co-Presenters?
 - Panel?
 - Other?
- Can this be presented at an in-person Summit? A virtual Summit? Either one?
- Is this a stand-alone (90 minute) workshop, or a 2- or 3- part series?



Prepare your proposal offline



The 2021 Summit Proposal form requests:

- Presenter/Co-Presenter/Panelist names, bios (250 character limit), contact information
- Title, Content Area and Workshop Level
- Target Audience
- Workshop Description (750 character limit)
- 2 Learning Objectives (250 character limit each)
- Alignment with Summit Theme (250 character limit)
- Your experience delivering presentations to adults



Workshop Title

Give your workshop a clear yet creative title - one that will entice people to learn more about it!

Note: There is a 10-word limit for your title

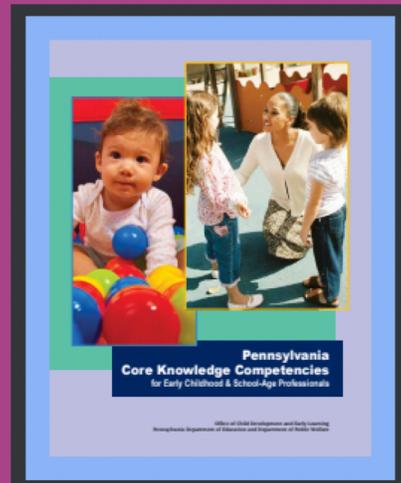


Content Area and Knowledge Level

We urge all presenters to be familiar with Pennsylvania's Core Knowledge Competencies, available at <https://bit.ly/3sng14T>

If you have a PQAS #, it is required that you provide the CKC code for your workshop

If you do not have a PQAS #, you will be able to identify your Content Area and Knowledge Level through checkboxes



Workshop Description

Your description will be used both in assessing your proposal for acceptance and in letting Summit participants know what your workshop will offer.

Things to address:

What problem will your workshop solve for the participant?

How will you actively engage the participants?

What takeaways will participants leave with?



Workshop Objectives

Be clear, concise and specific

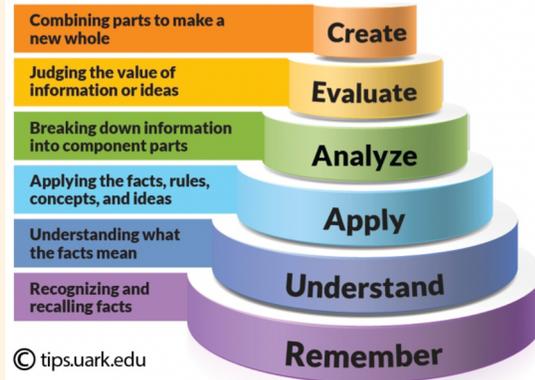
We recommend using Bloom's Taxonomy in stating outcomes...

Level 1 workshops - "Understand" and "Remember" outcomes

Level 2 workshops - "Apply" and "Analyze" outcomes

Level 3 workshops - "Evaluate" and "Create" outcomes

Bloom's Taxonomy of Learning



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Image by Jessica Shabatura



2021 ECE Summit Theme

It Starts with Us: Navigating Our Shared Future

- Explain how your workshop will align with this theme
- Be clear and concise



Your Experience as a Presenter

Prepare a list of 2 - 7 presentations you have delivered in the past 3 years. You will need:

- Month/Year of presentation
- Title
- Your role (lead, co-presenter, etc.)
- Approximate # in audience
- In person or virtual
- If virtual, platform used



DO...

- 01** Proofread your submission. Spelling, grammar and punctuation DO count!
- 02** Have a trusted friend or colleague review your proposal - fresh eyes are very helpful!
- 03** Submit on time! Deadline for proposals is 11:59 pm on Friday, April 16, 2021



DON'T...

-  Use quotes, especially long quotes, in your Workshop Description
-  Use your workshop to sell a product or service
-  Exceed stated word or character limits.



When Everything is Ready...



Go to

<https://earlychildhoodsummit.org/>

Click on "Presenters"

Use your prepared information to enter your proposal.

Remember:

*Your session will time out after 30 minutes. **BE SURE TO HIT SAVE AS YOU COMPLETE EACH SECTION.**

*Make note of the email address you use and your assigned Presenter ID # so you can return to your proposal as needed.



Questions? We're happy to help!

Send your questions to
info@earlychildhoodsummit.org

A Summit Team member will contact you as quickly as possible!



