

A Call for Session Proposals – 2011 CAHPERD State Conference

This Call for Presentations is your invitation to submit a written proposal for a presentation you would like to give at the 2011 Annual CAHPERD Professional Development Conference, scheduled for March 10-13, 2011 in Monterey. Conference programming is based primarily on this annual *Call for Presentations*, bringing practical and relevant information to HPERD professionals and students. By featuring you and your peers as presenters, CAHPERD provides conference attendees with the strongest forum for information exchange, problem solving, and networking at the state level.

Interested parties must complete the attached Proposal Form and return it by the priority deadline date of June 1, 2010. Contact information for each speaker must be provided and each speaker must sign the “*Guidelines for Speakers*” on the proposal form. Presenters **must** be available to present on any of the designated conference dates; preferred presentation dates and times cannot be honored.

Once submitted, your programming idea will be evaluated on the following criteria: 1) overall quality and innovation; 2) relevance to appropriate health, physical education, recreation, sport, or dance disciplines; 3) well defined focus and intended learning outcomes; 4) sound research/theoretical basis; and 5) practical application of materials. Final notification of acceptance will be forwarded to you from the CAHPERD State Office.

Limitation of Participation

By CAHPERD policy, the number of presentations which an individual can give during any one conference is limited to two; please do not submit more than two proposals. An individual, however, may participate in a discussion group or panel in addition to their individual presentation(s).

Commercial Exhibitor Showcase Presentations

Due to increased requests from exhibitors and other commercial vendors, special Exhibitor Showcase Presentations are now being accepted and considered as additions to the Conference Educational Session tracks. The fee for Exhibitor Showcase presentations is \$250 or \$500 per session (see deadline dates for fee structure), which helps offset costs to CAHPERD for meeting space and for appropriate AV equipment. A maximum number of Exhibitor Showcase Presentations will be accepted and **a special proposal form is required** to be considered for an Exhibitor Showcase Presentation. Contact Bear Williams at jwilliams@cahperd.org for questions regarding Exhibitor Showcase Presentations.

Membership/Registration Requirements

Presenters who are involved in the fields of health, physical education, recreation, sport or dance are expected to hold current CAHPERD membership status and pay registration fees to attend the conference. Please be sure that each presenter in the HPERD field is a current CAHPERD member prior to submitting this application. In addition, all related travel costs and accommodations are the responsibility of the presenter. Please explain this policy to all prospective presenters you invite to share in your session.

Proposal Submittals

Fax or mail your proposal to:

Fax: (916) 922-0133
CAHPERD State Office
2010 Conference Session Proposal
1501 El Camino Ave., Suite 3
Sacramento, CA 95815

Proposal forms are also available online at:
www.cahperd.org

Questions?

Call: (916) 922-3596

E-Mail: BarbaraAnn@cahperd.org



2011
IT HAPPENS IN MONTEREY

Priority Deadline for Submission of Presentation Proposals is June 1, 2010

PROPOSAL DESCRIPTION

Program sessions are scheduled throughout the conference, from Thursday, March 10 through Sunday, March 13. (Most Extended Learning Sessions of two hours or more will be scheduled on Thursday, March 10.) Please **do not** submit a proposal unless you are prepared to actually make a presentation and will be able to appear during **any** of these conference days. Preferred presentation dates/times **cannot** be honored.

Safety Standards: Presenters must consider and abide by standards of safety and age appropriateness when selecting and presenting program activities that involve children and attendees. Guidelines for such activities are outlined in NASPE publications such as Principles of Safety in Physical Education and Sport and Appropriate Practices in (Elementary, Middle or Secondary) School. In consideration of liability issues, the conference management team and/or CAHPERD officers/staff may terminate any program deemed to be hazardous to the health and safety of participants.

1. Primary Division/Section (Check only one.)			2. Secondary Division/Section (Check only one.)		
<input type="radio"/> Health Education	<input type="radio"/> Physical Education	<input type="radio"/> Recreation	<input type="radio"/> Health Education	<input type="radio"/> Physical Education	<input type="radio"/> Recreation
<input type="radio"/> Dance	<input type="radio"/> Boys & Men's Athletics	<input type="radio"/> Girls & Women in Sport	<input type="radio"/> Dance	<input type="radio"/> Boys & Men's Athletics	<input type="radio"/> Girls & Women in Sport
<input type="radio"/> Adapted	<input type="radio"/> Administration/Supervision	<input type="radio"/> Elementary PE	<input type="radio"/> Adapted	<input type="radio"/> Administration/Supervision	<input type="radio"/> Elementary PE
<input type="radio"/> Middle School	<input type="radio"/> Future Professionals	<input type="radio"/> Higher Education	<input type="radio"/> Middle School	<input type="radio"/> Future Professionals	<input type="radio"/> Higher Education
<input type="radio"/> High School	<input type="radio"/> Multicultural	<input type="radio"/> Retired Members	<input type="radio"/> High School	<input type="radio"/> Multicultural	<input type="radio"/> Retired Members

3. Program Title: (Limit to 10 words or less.) _____

4. Description: (35 words or less - to be printed in conference program.) _____

5. Detailed Description and Session Outline: On a separate page, provide a thorough description of your session as well as an outline detailing the topics you will present during your session. This description should be comprehensive – and must include the main points, objectives, and goals of your program along with specific audience learning outcomes.

6. Presenter(s): (Limited to 3 per session)

*Please do not list individuals as co-presenters unless you have a definite commitment that they will appear at the program with you on any of the conference days. Contact information for each speaker must be complete. In addition, **each speaker** must sign the "Guidelines for Speakers" form.*

Name of Speaker _____
 School/District/Org. _____
 Email _____
 Home Address _____
 City/State/Zip _____
 Daytime Phone __ (____) _____
 CAHPERD MEMBER? () YES () NO

7. Nature of Program: (Check all that apply.)

- Activity Panel Discussion - # of individuals on panel _____
 Lecture Extended Learning Session 2 hr ____ 3 hr ____ 4hr ____
 (Most programs of 2 hours or more will be scheduled on Thursday, March 10.)

8. Space Requirements:

- Perimeter Seating (Activity) Classroom Seating (tables)
 Theatre Seating (no tables) Dance Floor

9. Audio-Visual Requirements:

- Choose only ONE from this column: Choose only ONE from this column:
 LCD Projector/Screen CD Player
 Overhead Projector/Screen Flip Chart & Marker
 DVD with Monitor

Microphones will be provided where necessary. Equipment not listed above must be the responsibility of the presenter. CAHPERD DOES NOT PROVIDE COMPUTER EQUIPMENT FOR USE WITH LCD PROJECTORS. NOTE: Please do not request AV items that are not vital to your presentation. Computers and any type of PE equipment must be provided by the presenter.

10. Have you previously presented a program at a CAHPERD conf?

- No Yes – Date of last presentation _____

Proposal prepared by: _____

Daytime Phone: _____

Email: _____

Name of Speaker _____
 School/District/Org. _____
 Email _____
 Home Address _____
 City/State/Zip _____
 Daytime Phone __ (____) _____
 CAHPERD MEMBER? () YES () NO

Name of Speaker _____
 School/District/Org. _____
 Email _____
 Home Address _____
 City/State/Zip _____
 Daytime Phone __ (____) _____
 CAHPERD MEMBER? () YES () NO

Send completed form to:

CAHPERD STATE OFFICE
 1501 El Camino Avenue, Suite 3
 Sacramento, CA 95815-2748
 Fax: (916) 922-0133

Submission forms are also available
 online at www.cahperd.org

CAHPERD 2011 Annual State Conference – Monterey Conference Center and Portola Plaza Hotel

GUIDELINES FOR PRESENTERS

CAHPERD's Annual Conference is designed to provide association members the opportunity to share instructional ideas with their colleagues. We know that the success of our forthcoming Conference in large measure will be due to the interest and willingness of members like YOU to be part of this process. We are delighted that you are considering submitting a program idea for consideration by our Program Selection Committee. The following information is to assist you in understanding the submittal parameters:

SPECIFIC GUIDELINES

- 1. Presenter Qualifications:** California presenters must be CAHPERD members. Out-of-state proposals or proposals from individuals in other professions (i.e. law, medicine, school administration, etc.) will be considered, and membership rules will be modified for these presenters.
- 2. Compensation:** With the exception of invited General Session speakers, no presenter will be paid or receive an honorarium, stipend or reimbursement for travel expenses. In addition, all related travel costs and hotel accommodations are the responsibility of the presenter.
- 3. Registration:** Each presenter must register and pay conference fees. The Conference Committee may exercise a discretionary offer of a one-day complimentary registration for members of the community who are asked to present.
- 4. Proposal Preference:** Although all proposals will be considered, preference will be given to those who have not presented at recent CAHPERD events. Additionally, all proposals will be considered based on the previously stated evaluation criteria; please make sure all components are included and clearly outlined.
- 5. Handouts:** Presenters are required to provide handout materials for the Conference Manual. This is mandatory for all presenters and failure to do so may result in the cancellation of the presentation. Selected presenters will receive detailed instructions in advance of their presentation as to handout requirements. Due to copyright laws, copy must be written in your own words and with your own illustrations.
- 6. Video Taping:** The submission of a proposal and its acceptance signifies the presenter's approval to allow the video taping of his/her session(s).
- 7. Sales/Marketing Pitches:** The distribution and/or sale of promotional materials, and/or touting of commercial ventures by presenters are prohibited. Likewise, the marketing of ventures which may personally or financially benefit the speaker is not permitted. All proposals that are submitted that are deemed commercial or sales-oriented in nature will be rejected.
- 8. Copyrighted Materials:** The sale of copyrighted materials (i.e. those items held in copyright by anyone other than the seller) is prohibited. This includes written material, audio and video tapes, and music.
- 9. Diversity Requirements:** Conference presenters must represent a respect for implementation of state and federal guidelines for persons with disabilities, ethnic and cultural diversity, and gender equity in the context of their activities and/or presentations.
- 10. Return of Proposals:** All proposals will remain with the CAHPERD State Office and will not be returned.

By my signature below, I declare that I have read and understand the rules and responsibilities of a presenter, and as outlined in these guidelines will abide by all rules and regulations in my presentation.

Speaker 1 Signature: _____ Date: _____

Speaker 2 Signature: _____ Date: _____

Speaker 3 Signature: _____ Date: _____