

**SOUTHERN EARLY CHILDHOOD ASSOCIATION  
CALL FOR PROPOSALS  
63<sup>rd</sup> Annual Conference - San Antonio, Texas  
February 2 – 4, 2012**

*THEME: LAYING THE FOUNDATION FOR LIFELONG LEARNING*

**Background:**

- During the first three years of life, children develop the foundation for school success and lifelong learning when they are provided respectful, responsive care that meets their individual needs.
- During the following early childhood years, children build upon this strong foundation as they continue to explore and discover the joy of learning and become lifelong learners.

The 2012 SECA Conference will provide *pre-conference seminars focusing on the infant and toddler years*. Conference workshops will continue the emphasis on ***Laying the Foundation for Lifelong Learning*** by providing information on applying current research and sharing of ideas for innovative learning experiences for children from birth through age eight.

**Workshop topics may include, but are not restricted to the following:**

- ❖ **Infant and Toddlers:** building relationships with children and families, preparing environments, innovative toddler curriculum, outdoor experiences, social/emotional development, sign language, theory into practice, state initiatives
- ❖ **Preschool, Kindergarten, School-Age:** innovative curriculum, exploring nature, language and literacy, creative art, behavior guidance, play, social and emotional development, partnerships with parents, innovative projects and programs, problem solving, faith based programs, assessment, diversity, state mandates, bi-lingual classrooms, health, safety and nutrition.
- ❖ **Program Administration:** management of infant/toddler programs, policies, management/budgeting, legal issues, accreditation, safety/health issues, leadership, before and after school programs, summer camps, family partnerships, quality standards (QRIS).
- ❖ **Professional Growth and Teacher Preparation:** higher education issues, state training initiatives, train the trainer topics, community college innovations, EC college groups, accreditation, articulation, EC collaboratives, ethics, leadership, current research, laboratory schools, advocacy, and infant/toddler courses /training successes.

**Proposed conference workshop sessions will be 1 hour in length.**

Presenters willing to provide more in depth coverage may request a two hour session  
(two consecutive hours with a ten minute break).

**SECA DOES NOT PROVIDE AUDIOVISUAL EQUIPMENT. AV EQUIPMENT MAY BE FURNISHED BY THE PRESENTER OR RENTED THROUGH THE CONFERENCE AUDIOVISUAL VENDOR.**

## PROPOSAL FORMAT

1. **Name, address, telephone number, e-mail address and professional title for each presenter.**  
*If there is more than one presenter, the main presenter must be designated.*
2. **Title of presentation** that clearly and concisely describes workshop content. (10 words or less)
3. **Language** in which presentation will be made.(English, Spanish, other)
4. Designate **targeted audience, level of training** (beginning, intermediate, advanced) and list **2-5 learning objectives for participants**. Learning objectives should be clearly articulated, realistic and measurable, help clarify the proposed content, be in logical and sequential order, and drive the content and activities of the session.
5. Provide a **brief outline** of the presentation. All content should be consistent with sound theories of child development, professional development, quality standards, best practices and state licensing regulations. *If a two-hour session is being requested, provide sufficient content and detail to justify the request for two hours.*
6. List all **presentation methods** to be used such as lecture, Power Point, demonstration, audience participation, small group discussion, large group discussion, hands-on, etc. *Methods should reflect principles of adult learning.*
7. In one or two paragraphs, briefly **describe how the target audience will benefit** from the training and how the content reflects the conference theme: *Laying the Foundation for Lifelong Learning.*
8. Provide a **brief abstract** (25 words or less) that describes the conference session and is suitable for use in the conference program.
9. Briefly describe the **presenter's or presenters' qualifications related to the proposed topic/content.**
10. Include a **Vita** for each presenter. *The vita should be a summary, not to exceed 2 pages*, that includes:
  - Educational history
  - Work history
  - A summary of presentations made during the last three years that relate to the proposed presentation topic.

*The vita is required in order for SECA to award CEU credit for the conference and must be submitted if the proposal is to be reviewed.*

**Proposals must be postmarked by August 1, 2011** with notification of acceptance by October 1, 2011.

Mail 3 copies of the proposal and 1 copy of a vita for each presenter to:

**SECA/2011 Conference  
PO Box 55930  
Little Rock, AR 72215-5930**

*A scoring rubric will be utilized to determine which presentations are selected. The rubric will be available at [www.SouthernEarlyChildhood.org](http://www.SouthernEarlyChildhood.org) on the conference page by April 15, 2011.*

## **SECA 2012 Proposal Review**

Proposals for SECA 2012 will be scored by reviewers to ensure that proposed presentations:

- Align with best practice including,
  - Sound theories for professional development and appropriate presentation techniques
  - Developmentally appropriate practices for children according to age group
  - Quality standards for early childhood programs
- Reflect the conference theme
- Clearly articulate appropriate goals and objectives for participants

Additionally, proposals will be reviewed for:

- Presenters with the background and experience to present on the proposed topic
- Good and concise grammatical construction

SECA is committed to ensuring that presentations approved for SECA 2012 will reflect updated research and practice that is consistent with widely recognized early childhood professional standards and criteria. The proposal review process follows:

1. The SECA Office will do an initial review for the following components of the proposal.
  - a. **Name, address, telephone number, e-mail address** and professional title for each presenter, including designation of the lead presenter.
  - b. Inclusion of **vitae** for all presenters.

***If these items are not included in the proposal, the proposal will not be reviewed.***

2. Upon completion of the initial review, all provisionally accepted proposals will be subjected to a thorough review by a review committee. The SECA office will provide a scoring form for each proposal that contains the following information (as included in the proposal) :
  - Verification that contact information and vitae have been received for each presenter listed
  - Verification that the lead presenter is designated
  - Title of the presentation and tracking number (The SECA office numbers each proposal as it is received.)
  - Proposed language of the presentation
  - Proposed target audience
  - Proposed level of training
  - Proposed session length
  - Notification if session (including title and content) has been presented at SECA within the last 3 years
3. Following is a chart that reflects how each segment of the proposal will be reviewed. (Items will be listed according to the numerical order on the proposal format.)

<b>Item</b>	<b>Exemplary</b>	<b>Acceptable</b>	<b>Unacceptable</b>
Title of Presentation (#2)	Clearly and concisely reflects content described 2) limited to 10 words or less	Reflects content described; wording vague or lengthy	Title does not accurately reflect content: participant could not determine content from title
Learning Objectives (#3)	3-5 objectives 1) are clearly written to describe content and activities 2) include clearly articulated outcomes for participants 3) are realistic and measurable and 4) stated in logical and sequential order	1-3 objectives are 1) well written 2) fully describe content and activities 3) stated in logical and sequential order 4) realistic and measurable	Objectives are not well written 2) do not fully describe content activities 3) are out of order in relationship to the presentation order 4) measurement may be questionable
Presentation Outline (#5)	Outline reflects proposed content that is 1) consistent with sound theories of child development 2) consistent with sound theories of adult learning 3) aligns with conference theme 4) sufficient content to justify length of session requested	Outline reflects proposed content that is 1) consistent with sound theories of child development 2) consistent with sound theories of adult learning 3) somewhat aligns with conference theme 4) does not clearly have sufficient content to justify length of session requested	Does not meet the criteria as set out in the exemplary or acceptable categories
Presentation Methods (#6)	Varied presentation methods are utilized (e.g. lecture, Power Point, small & large group discussions) 2) methods selected clearly reflect adult learning best practice 3) support the goals and objectives listed for the session	Methods address adult learning best practice 2) mostly support the goals and objectives listed for the session	Methods are not addressed or 2) are not best practice for adult learners or 3) session is designed with only one method of presentation
Target Audience (#7)	Session clearly defines content appropriate for target audience 2) content aligns with conference theme 3) benefits to participants articulated	Content appropriate for early childhood professionals, not as clearly defined for target audience 2) aligns with conference theme	Target audience and proposed content not aligned
Abstract (#8)	25 words or less, clearly defines content of session, no grammatical errors	Exceeds word limit, abstract content not clearly aligned with presentation content	Abstract misleads potential participant, content and abstract not aligned, conference participant could not determine content of session
Presenter Qualifications (#9)	Presenter/s has strong background and qualifications to present topic 2) has not presented the same presentation within the last 3 SECA conferences	Presenter/s have suitable qualifications to present topic 2) has not presented the same presentation within the last 3 SECA conferences	Presenters do not submit suitable qualifications to present on proposed topic and/or have provided the same (title and/or content) session within the last 3 years

Overall Proposal Quality	Proposal is well-written and concise, 2) free of grammatical errors, 3) contains all required information 4) follows the required format	Proposal contains all required information 2) contains minor grammatical errors 3) follows the required format	Proposal contains consistent grammatical errors, 2) is not formatted as required 3) does not contain all required information
Vitas	Each presenter vita is a summary that 1) includes educational and work history, 2) a list of presentations on proposed topic for the last 3 years 3) does not exceed 2 pages		Presenter/s vita exceeds 2 pages or is missing required information
Contact Information	All contact information on all presenters is provided.		Contact information on all presenters is not provided.