



Maximizing Resources in Challenging Times

Rendezvous 2011

October 21 & 22, 2011

Denver Marriott Tech Center

Denver, Colorado

Call for Proposals Application

The Colorado Adult Education Professional Association (CAEPA) would like to invite you to submit a proposal to present at this year's conference, "Maximizing Resources in Challenging Times." If you feel that you have something to offer the field of adult education, please tap into your creativity and submit a proposal! Also, please consider how your proposal might fit into multiple strands (e.g., GED content that might also be applicable to ESL/Corrections/Career-Tech Ed/Family Literacy). We look forward to your participation!

Workshop theme ideas include, but are not limited to:

- Innovative approaches to teaching:
 - Pronunciation
 - Listening
 - Reading, Reading Comprehension
 - Literacy & Pre-Literacy
 - Speaking, Authentic Conversation
 - Writing
 - Grammar
 - Vocabulary
 - Adult Basic Literacy
 - Math & Basic Numeracy
 - Games
 - Current Events
 - Problem-Solving Skills
 - Critical Thinking Skills
- Using technology in teaching and learning
 - Video and Digital Media
 - Using websites for learning
 - Internet – blogs, twitter, etc.
- Skills helpful to your colleagues in their day-to-day work
 - Student Motivation
 - Peer observations
 - Development of new materials, worksheets
- Program Administration/Management/Leadership
 - How is your program maximizing resources without cutting essential programs?
 - Curriculum Development
 - Hiring, Training, Observing Teachers
 - Intake & Orientation of Learners
 - Recruiting & Training Volunteers
 - Newsletter & other media development
 - Partnerships/Collaborations
- Learning Disabilities & Special Learning Needs
- Transition to Post-Secondary Education
- Bridging from ESL to ABE/GED
- Vocational, Technical, Career, Workplace or Workforce Education
- Correctional Education
- Family Literacy
- Cross-cultural & Intercultural Communication
- Refugee Concerns
- Adult Education Advocacy – working with local/state/national legislators

Proposals are due June 13, 2011

Presenter Information

<i>Lead Presenter</i>	
Name:	Title:
Organization:	
Mailing Address:	
City, State, Zip:	
Phone:	Fax:
E-Mail:	
Biographical Information: (25-word limit per presenter. If proposal is selected, information will be included in program.)	

<i>Co-Presenter</i>	
Name:	Title:
Organization:	
Mailing Address:	
City, State, Zip:	
Phone:	Fax:
E-Mail:	
Biographical Information: (25-word limit per presenter. If proposal is selected, information will be included in program.)	

Conference Session Information

Session Title			
Session Abstract (50-word limit. If workshop is accepted, abstract will be included in program.)			
Session Description (250-word limit. This description will help the Selection Committee in determining which proposals are accepted. Please be as detailed as possible. List session objectives and presentation components.)			
<p>In which category would your session fit? Please check all that apply.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> General Teaching <input type="checkbox"/> ABE/GED Reading <input type="checkbox"/> ABE/GED Writing <input type="checkbox"/> Math <input type="checkbox"/> Transitions to Post-Secondary Education </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> ESL Subtopic: <input type="checkbox"/> Family Literacy <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Workforce/Workplace/Technical/Vocational Education </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Corrections <input type="checkbox"/> Advocacy <input type="checkbox"/> Administration/Program Directors <input type="checkbox"/> Other: </td> </tr> </table>	<input type="checkbox"/> General Teaching <input type="checkbox"/> ABE/GED Reading <input type="checkbox"/> ABE/GED Writing <input type="checkbox"/> Math <input type="checkbox"/> Transitions to Post-Secondary Education	<input type="checkbox"/> ESL Subtopic: <input type="checkbox"/> Family Literacy <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Workforce/Workplace/Technical/Vocational Education	<input type="checkbox"/> Corrections <input type="checkbox"/> Advocacy <input type="checkbox"/> Administration/Program Directors <input type="checkbox"/> Other:
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<p>Will you include interactive activities in your session? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please list examples:</p>			

<p>What level of experience/knowledge should participants have to benefit from your session?</p> <p><input type="checkbox"/> Designed for the Novice Teacher/Administrator <input type="checkbox"/> Designed for the Experienced Teacher/Administrator</p>
<p>Who is the target audience for your session?</p> <p><input type="checkbox"/> Instructors <input type="checkbox"/> Administrators/Program Directors <input type="checkbox"/> General Audience</p>
<p>Do you need to use a computer lab to present your session? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Session Length <input type="checkbox"/> 1 hour 15 minutes <input type="checkbox"/> 2 hours 30 minutes</p>
<p>Is this a vendor session? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Do you have any scheduling needs?</p> <p><input type="checkbox"/> I can only present on Friday, October 21st <input type="checkbox"/> I can only present on Saturday, October 22nd</p> <p>Other scheduling needs:</p>
<p>Do you have any audio visual equipment needs?</p> <p>CAEPA will provide an LCD projector, projection screen and flip chart and markers for each session.</p> <p>Do you require additional A/V equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, please indicate your additional needs:</p>

Presenter Agreement

I understand that if the above session proposal is accepted, **all presenters** will:

- ⇒ Register and pay for the conference. Vendors may purchase a table in lieu of registering for the conference;
- ⇒ Be responsible for all personal transportation, hotel room and meal expenses. (Breakfast and lunch are included with conference registration.);
- ⇒ Refrain from changing the conceptual content of the session after it has been accepted;
- ⇒ Furnish at least 30 handouts per session (optional);
- ⇒ Provide a digital copy of all presentation materials to be posted on the CAEPA website. Presentation materials may be sent by email or a labeled cd may be turned in to the registration desk at the conference;
- ⇒ Provide own laptop computer, as needed.

Please save a copy of this document, fill out and email to:

Jolene Goerend, CAEPA President
jolenegoerend@yahoo.com

Call or e-mail with any questions:

Jolene Goerend, CAEPA President
jolenegoerend@yahoo.com
303.468.3472

Proposals are due June 13, 2011.

* Be sure to save a copy for your own records *