



CALIFORNIA'S  
COALITION  
*for* ADEQUATE  
SCHOOL HOUSING<sup>SM</sup>

CASH AC22 Call for Workshop Proposals

**Before You Begin:**

1. **Review the Presenter Guidelines and Deadlines.**
2. **View a blank copy of this form, to see the fields/information you should include with your proposal.**
3. **Do not begin this form until you are ready to submit your information. Click the link above to preview a blank copy of the enclosed form fields.**

FOR REFERENCE ONLY



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Fields that require a response are noted with \*

### Guidelines/Policies for Moderators and Panelists

- Panel Composition - Public Sector and Private Sector Balance: Sessions are limited to one (1) panelist per private sector (associate member) organization, including the moderator, no exceptions.
  - 1-Hour Workshops: Moderators count as one (1) panelist and are included in the above limit. All sessions must include at least one panelist from the public sector (school district/county office of education/government agency). Sessions are limited to four (4) panelists, maximum, including the moderator.
  - 45/30-Minute Workshops: These sessions are limited to two (2) panelists, maximum, no exceptions. If two panelists are confirmed, one (1) must be from a public sector member (school district/county office of education/government agency).
- Membership: All panelists, including moderators, must be CASH members.
- Registration: All panelists, including moderators, are responsible for supporting the conference by self-registering online. One-day and full-conference options are available. Registration for the 2022 Conference will open Fall 2021.
- Copyright and Right of Use: If a presentation is using information and/or images that are not owned, the presenter(s) must have permission from the owner and site their source(s) in the presentation. Copyright infringement and plagiarism are expressly prohibited.

\* **Proposal submitted by:**

Name

Company

Email Address

Phone Number

\* Will you be the moderator of this session at the Conference?

Yes

No, the moderator will be (please enter their full name, entity, and email or phone)

\* **Acceptance of Guidelines:**

I have read and agree to adhere to the CASH Annual Conference Guidelines and Policies outlined above. I understand that the moderator is responsible for disseminating these guidelines to all panelists.

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**\* Please select the one education topic Strand(s), that is most appropriate for your proposal:**

(Proposals that are resubmitted to multiple/all Strands will be immediately disqualified and not be reviewed.)

- Fiscal Management (FM)
- Maintenance and Operations (MO)
- Planning and Program Management (PPM)
- School Architecture (SA)
- School Construction (SC)
- Other Topic (Open for 45/30-Minute Workshop Proposals Only)

**\* Please select the one education session length, that is most appropriate for your proposal:**

- 1 hour (Max. 4 Presenters, including the Moderator)
- 45 minutes (Max. 2 Presenters)
- 30 minutes (Max. 2 Presenters)



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\* **Title:** maximum 80 characters

\* **Description:** maximum 800 characters, please concisely address the who, what, when, where and why of your session

If you will include an interactive/audience participation component/activity during this session, please describe that here:

All proposals are required to include four learning objectives of key takeaways that you will deliver/teach attendees during the session.

\* **Learning Objective #1:** (1-2 complete sentences)

\* **Learning Objective #2:** (1-2 complete sentences)

\* **Learning Objective #3:** (1-2 complete sentences)

\* **Learning Objective #4:** (1-2 complete sentences)

Panelist information is optional when submitting your proposal for review and consideration by the Planning Committee. If you have had any preliminary discussions with potential panelists, please include their full name and organization name below.

**Panelist #1:** (full name and organization)

**Panelist #2:** (full name and organization)

**Panelist #3:** (full name and organization)

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**If you would like your proposal to be considered for MCLE credit, please check the box:**

(Optional. If you are unsure, please do not check the box.)

Please submit this session for MCLE credit approval.

**If you would like your proposal to be considered for AIA credit, please check the box:**

(Optional. If you are unsure, please do not check the box.)

Please submit this session for AIA credit approval.

Please submit this session for AIA HSW (Health, Safety and Welfare) credit approval.

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Please save a copy of your proposal contents for your records. When ready, please click the Submit button below to send your proposal to CASH. This Fall, CASH Staff will email notification to all members that submitted proposals of the Committee's selections. When you click Submit, your proposal will be sent to CASH and you will be redirected to the Annual Conference webpage.

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