



ASSOCIATION FOR
**Early
Learning
Leaders**

**National
Accreditation
Commission**
FOR EARLY CARE AND
EDUCATION PROGRAMS

36th Anniversary National Conference
How Successful Directors Lead!
April 22-25, 2020 | Newark, NJ

REQUEST FOR PROPOSAL

2020 National Conference-Newark, NJ

The Association for Early Learning Leaders is seeking out experts in early care and education to present workshops on a national level to child care Owners, Administrators and Directors at the 36th Anniversary National Conference, *How Successful Directors Lead*, to be held April 22-25, 2020 at the Liberty Newark International Airport Marriott–Newark, NJ.

Concessions: Presenters will receive complimentary conference registration and access to all conference networking events included in conference registration. **Travel and other related expenses will be the responsibility of the presenter.** The Association does not offer honorariums to workshop presenters but is happy to provide a certificate and letter of participation for your professional portfolio upon request. Speaking to a national audience provides plentiful opportunities to expand your professional network and influence in the early care and education community.

CEU Application: All presenters are required to submit a completed CEU Application prior to the start of the conference. Many conference attendees require CEU certificates in order to comply with training and certification requirements. Timely submission of the CEU Application ensures that we can provide this important benefit. A link to the CEU application will be sent to each selected presenter no later than November 15, 2019 and must be completed by January 31, 2020.

Presentation Topics: The Association for Early Learning Leaders takes pride in our efforts to provide the leaders and managers with education that supports the current issues facing early care and education programs. Each session will be 1 hour and 45 minutes in length. Please review the featured topics at the National Conference as you decide on your workshop submission. Additional relevant topics will be considered.

- Training and Staff Development
- Curriculum
- Marketing & Enrollment
- Faith Based Programs
- Technology & Social Media
- Staff Recruiting & Retention

- Leadership Development
- Finance & Budgeting
- Health & Safety
- Accreditation
- Assessment
- Legal Issues/HR

Please complete the Presenter Information Sheet and submit with current resume to Lori Buxton, lori@earlylearningleaders.org, no later than September 1, 2019.

Final confirmation of accepted workshops will be sent no later than October 15, 2019.

Presenter Information Sheet

Please use a separate form for each workshop submission. **Co-presenters must be approved in advance by the Association and must complete a separate information sheet.** Please indicate which is presenter is Lead Presenter.

Lead Presenter Name:		Co-Presenter Name:	
Organization:			
Address:			
City:	State:	Zip Code:	
Email:		Phone:	
Lead Presenter Brief Bio:			

Session Title:
Topic(s) Covered:
Please indicate audience(s) this session is best suited for:
<input type="checkbox"/> New Leader (0-4y) <input type="checkbox"/> Experienced Leader (5y +) <input type="checkbox"/> Executive Leader <input type="checkbox"/> Owner <input type="checkbox"/> Faith-Based Leader
Brief Description:
List three (3) tools and/or strategies that participants will be able to put to use in their program:
1. _____
2. _____
3. _____
*NOTE: The Association reserves the right to alter titles and/or descriptions to connect with conference themes or to accommodate limited space in promotional materials. Alterations will be submitted to the presenter prior to use to ensure accurate portrayal of topic material.

Would you be willing to present your session more than once, if requested? ___ YES ___ NO
 Are there any dates during the conference when you are NOT available to present? ___ YES ___ NO
 If yes, which dates: _____

If you are a new presenter for AELL, please provide three (3) speaking references and their contact information.

1. _____
2. _____
3. _____