



ASSOCIATION FOR  
**Early  
Learning  
Leaders**

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

36<sup>th</sup> Anniversary National Conference  
*How Successful Directors Lead!*  
April 22-25, 2020 | Newark, NJ

## 2020 PRESENTER GUIDELINES AND AGREEMENT

The Association for Early Learning Leaders is pleased to feature nationally recognized speakers and trainers at the 36<sup>th</sup> Anniversary National Conference, *How Successful Directors Lead!* Please review the following Guidelines and Agreement for presenters. If you have any questions, please do not hesitate to email Lori at [lori@earlylearningleaders.org](mailto:lori@earlylearningleaders.org) or call 512-392-2010.

### Dates and Location

The Conference will be held April 22-25, 2020 at the Liberty Newark International Airport Marriott.

### Purpose

The purpose of the National Conference is to bring together all professionals in the field to share their expertise and experiences, promote professional development, and enhance quality environments in early care and education programs.

### Nationally Recognized Presenters

Presenters are invited based on their achievements as leaders in the field of child care and education, business, management and leadership, and related professional fields. Presenters are expected to demonstrate effective communication skills to share relevant knowledge to leaders and managers of early care and education programs.

### Content and Materials

The Association for Early Learning Leaders takes pride in our efforts to provide leaders and managers with education that supports the current issues facing child care programs. Each year the conference agenda is modified based on the expressed needs of our members. All presentations must provide:

- Supporting visual component
- Group interaction or discussion
- A presentation handout (4-page maximum) relevant to the topic
- 1.75 hours of training including:
  - Allotted time for questions and answers
  - Allotted time for participants to complete presenter evaluations

An LCD Projector and screen will be provided. A microphone will be provided for presenters hosting sessions with 40 or more participants.

### Travel and Hotel Arrangements for Presenters

Each presenter is responsible for making individual travel and hotel arrangements. The availability of hotel accommodations is limited at the conference site so register early. Conference group rate information is available at <https://aell.site-ym.com/?page=accommodations>.

### Check-In at the Conference

All Presenters are requested to check-in at the conference registration area upon arrival. At that time, the presenter will receive a nametag, a conference program, and other presenter materials. Please arrange your travel schedule to arrive at least two hours prior to your first presentation.

### Conference Registration and Networking Luncheon

All presenters will receive complimentary conference registration and access to all conference networking events included in registration. We strongly encourage you to attend these events which provide valuable networking opportunities. After we receive your signed agreement, we will provide you with information regarding registration. Guest event/meal tickets will be available for purchase.

### Sale and Promotion of Publications, Materials, and Services

The Association for Early Learning Leaders recognizes that the National Conference is often used as a vehicle for presenters to expand their own markets. The Association encourages the dissemination of knowledge promoting personal and professional development and to enhance the quality of early care and education programs. To respectively maintain a balance of dissemination of information and marketing, presenters are encouraged to purchase an exhibit booth in the Exhibit Hall. Interested presenters may contact Lori Buxton, Managing Director, at [lori@earlylearningleaders.org](mailto:lori@earlylearningleaders.org) for reservations in the Exhibit Hall.

Please help us maintain the professional integrity of the conference by abstaining from the appearance of using your session as a marketing venue. **Presenters will not be allowed to sell, display, or promote their events, publications, materials, and/or services during their training presentation.** You will be permitted to distribute promotional materials to participants at the conclusion of your session and our conference Ambassadors are happy to facilitate distribution of your materials.

Failure to abide by presenter guidelines may result in your not being invited to present at future AELL training events.

Please sign and date below signifying that you have read, understand and agree to abide by the presenter guidelines for the 36<sup>th</sup> Annual National Conference. Email this signed page to [lori@earlylearningleaders.org](mailto:lori@earlylearningleaders.org) or fax to 512-301-5080.

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Presenter's Signature



\_\_\_\_\_  
Lori Buxton,  
Managing Director

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Date

\_\_\_\_\_  
6/1/2019

\_\_\_\_\_  
Date