



Family Child Care Partnerships

FCCP Main Office
109 M. White Smith Hall
Auburn, AL 36849

Toll Free: 1-877-892-FCCP
Fax: 334-844-3734
www.humsci.auburn.edu/fccp

Focus on Family Child Care Conference Workshop Proposals 2013

Thank you for your interest in being a presenter at our annual Focus on Family Child Care conference in Auburn, AL, June 7 & 8, 2013. Please complete the application completely and return to the FCCP office no later than March 25. Proposals that arrive after March 25 will not be considered for the 2013 conference. The conference planning committee will review proposals and notify presenters by April 1, 2013, of their decision. The conference planning committee may decide to ask some submitters to refine their proposals in order to create the best possible content for the conference. Thank you for contributing your time and knowledge to create and submit this proposal.

Proposed Session Title and Abstract for FFCC Conference publications

1. *Session Title (100 character maximum – no more than 10 words)

Titles should briefly identify the content and audience and should be able to stand alone and give a clear idea of what will happen in the session.

Title:

2. * Please enter your session abstract, which will appear in the registration material if your proposal is selected. (350 character maximum, about 50 words)

Abstracts should clearly and concisely identify what will be presented, how it is relevant to family child care providers, and the delivery format. Please write your abstract in the present tense.

Abstract:

3. *Learning Objectives

What will learners know and be able to do as a result of your session? In order to create a custom pre/post test evaluation as our contractor requires, you must submit 8 to 10 learning objectives (as sample is attached). Each session is 90 minutes in length.

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4. *Session Outline

What is the content of your workshop and how will it be presented? What are the topics? Take care to ensure that the content matches the learning objectives above but is not just a repeating of those objectives. The outline should explain how you will convey the knowledge to participants so that they attain the objectives. You may attach additional pages if needed.

4. *Technology Needs

There is a limited amount of technology enhancement equipment available at the conference center. If there is a piece of equipment essential to your session delivery, please indicate that here. If you are able to bring all the equipment you need, you may leave this section blank.

5. * Please select the specific level of knowledge you will expect the audience to have regarding the content. **You may select only one.**
- Introductory: For participants with little or no knowledge of the topics, practices, resources covered in this proposal.
 - Intermediate: For participants with general knowledge of the topics, practices, resources covered in this proposal.
 - Advanced: For participants with strong knowledge of the topics, practices, resources covered in this proposal.
6. *What room set-up for your audience will be most effective for your session? *Note: Not all requests can be honored. Please indicate your preference with the understanding it is possible that your session will be in a room set up theater-style (chairs only).*
- Theater (chairs only)
 - Round tables
 - Auditorium (stage and riser-based, stationary seating)
 - Model classroom (like a child care space with theater style seating for audience)
7. *Please attach a **resume** for each presenter for this workshop proposal along with current contact information for the primary presenter. **NOTE:** If you are a provider submitting a proposal, you may include the "Provider Presenter" biographical information sheet.
8. **Have you presented at a conference before?** Yes No
If yes, when and where?
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9. *Non-commercial Policy
Family Child Care Partnerships education programs at the annual conference are learning experiences and are noncommercial. Under no circumstances should a workshop presentation be used for direct promotion of a speaker's product, service, or other self-interest.
- I acknowledge FCCP's noncommercial policy and verify that this proposal is in accordance with that policy.

10. *Before You Submit

- Does your resume/provider info sheet support your proposal and demonstrate your expertise in the topic?
- Does the title communicate what your session is about?
- Does your abstract support the outline you've proposed and demonstrate relevance to family child care?
- Is the timeline you submitted realistic for a 90 minute session that includes a pre- and post-test?

11. *Deadline

Be sure to save a copy of your proposal. **Session proposals must be RECEIVED by 4:45 PM, Tuesday, March 25, 2013.** You will receive a confirmation email when your proposal is received. You may email to Ellaine Miller milleeb@auburn.edu; fax to 334-844-3734; mail to FCCP 109 M White Smith Hall, Auburn, AL 36849.

If you would like to have a table in our vendor/exhibitor hall, please make a note of that here along with a description of the type of materials you would be selling or exhibiting. A separate communication/application will be sent to you in April regardless of the decision about your workshop proposal if your materials fit with the purpose and policies of our conference.