

Workshop Proposal Guidelines—Please read carefully before submitting

WECA and WDEC are pleased to request your WORKSHOP PROPOSALS for the 2010 Annual WECA Conference, November 11-13, at the Madison Marriott West.

Deadline for proposals: March 26, 2010

Our conference theme: **Quality: Building Blocks to Excellence**

Audience: The conference attracts a variety of professionals who work (and play!) with or on behalf of children aged birth to age 8, and their families. They work in group care centers, family child care, Head Start, school districts, 4K programs, K-3 classrooms, foster care, B-3 programs, and special education.

Session length: Workshops are 1 ¼ hours (single session) or 2 ¾ hours (double session). We also have a limited number of Thursday slots open for either 4 hour (half day) or 6 hour (full day) sessions.

Audio Visual equipment: NEW THIS YEAR: Because we have such limited technical support for the conference, we're asking presenters to provide their own audio-visual equipment. Each workshop room will have a flip chart, AV cart and screen if needed. You can contact Andrea Murray for information about renting AV equipment directly from the Marriott.

Presenter compensation: Up to two presenters per session receive free conference registration, or you may choose the \$50 honorarium. Handouts are the responsibility of the presenter.

Workshop content: Presenters are invited to build on the theme of "Quality: Building Blocks to Excellence." A variety of subject matter is desired for the conference as a whole, as well as balance in age group and audience focus. Suggested focus areas:

- Curriculum
- Literacy and language development
- Environments
- Staff development
- Leadership and Advocacy
- Families and communities
- Assessment
- Inclusion
- Anti-bias and diversity
- Developmentally appropriate practices
- Research and practice
- Child development
- Social-emotional development

Selection criteria:

1. Relevance of the topic
2. Presenter's PDAS* training level or credentials, education and references
3. Anticipated interest in the topic
4. Quality of the workshop description and stated participant outcomes
5. Evidence that you will clearly set the state for ongoing learning
6. Originality and creativity

*Professional Development Approval System (PDAS) You may wish to verify your Trainer Level and Registry number before submitting your proposal. The Registry: (608) 222-1123 www.the_registry.org

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What you'll need to submit:

- Presenter contact information
- PDAS level and registry number OR
- Educational qualifications if not on the registry
- Title
- Promotional Summary
- Participant outcomes ([learn more](#) about how to write these from The Registry)
- Outline of your workshop
- Length of session
- Core knowledge area, audience level, and age level

Materials may NOT be sold in workshop rooms. Presenters wishing to sell high quality educational items may use the Presenter's Booth in the exhibit hall directly after their workshop session. There is no charge for use of the booth this year.

Workshops presented at the conference should model respect and acceptance of diversity and promote an anti-bias approach with respect to age, race, religion, color, sex, sexual orientation, handicapping conditions, physical condition, developmental disability, and national origin.

If you have questions, please contact Andrea Murray at 608.729.1053 amurray@wecanaeyc.org

* **Registry Core Knowledge Areas** (Borrowed from www.the-registry.org)

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Name	Sample 1	Sample 2	Sample 3
Child Development(DEV)	Child Development	Speech and Language	Attachment
Developmentally Appropriate Practices (DAP)	Make and Take	Science, Art, Reading etc	Curriculum
Family Relationships (FAM)	Marriage & Family	Divorce	Working with Families
Child Guidance (GUI)	Discipline	Social Skills	Teaching self control
Safe and Healthy Environments (SAF)	CPR/1 st Aid	Cleanliness	Blood Borne Pathogens
Observation and Assessment (OBS)	ECCERS	Assessment (Denver)	Screening
Special Needs (SPN)	Early Childhood Intervention	Special Needs Assessment	American Sign Language
Professionalism (PRO)	Stress Management	Advocacy	The Registry
Organizational Management (ORG)	Record Keeping	Time Management	Computer Trainings
Cultural and Individual diversity (DIV)	Multiculturalism	Spanish	Racism
Community Collaboration (COM)	Community Resources	Child in the community	Community Relationships
Finance (FIN)	Budgets	Grants	Accounting
Legal (LEG)	Liability	Labor Laws	Hiring/Firing
Marketing (MAR)	Marketing	Customer Service	Telephone Etiquette
Personnel Management (PER)	Myers Briggs	Personality Puzzle	Team Building
Regulatory Policy and Standards (REG)	Accreditation	Licensing	Food Program
Adult Education (AED)	Student Teachers	Parent Education	Training Adults