

NEW YORK STATE READING ASSOCIATION  
ANNUAL CONFERENCE  
MARCH 7-9, 2010  
SARATOGA SPRINGS, NEW YORK  
**CALL FOR PROGRAM PROPOSALS**

*On Track With Literacy* invites educators to join with NYSRA to share successful practices that will enhance learning. We invite you to submit a program proposal for the 2010 annual conference.

Barbara Haverly - Conference Coordinator

Sue Smith - NYSRA President 2009-10

### **Guidelines for Completing the Proposal Form**

1. Each proposal must include a completed Program Proposal Form and a brief program description. All requested information must be supplied on the form. All information must be typed and complete. Computer-generated forms are acceptable.
2. The person submitting the proposal is responsible for the accurate completion of the proposal form and program description. He or she must also obtain advance consent from all listed co-presenters.
3. The Planning Committee's policy is to accept no more than one proposal from each presenter. The committee reserves the right to resolve any possible duplicates.
4. All proposals must designate a Facilitator who will be responsible for introductions and coordination of the session. The presenter may act as his / her own facilitator.
5. Proposals must be postmarked no later than **July 31, 2009**. Everyone who submits a proposal will receive a reply by August 15, 2009. No proposals will be returned. Please retain a copy before mailing. If you have not been notified by August 30, 2009, please contact Barbara Haverly (518) 872-2682.
6. Send one complete copy of the proposal. Do not send any attachments other than those required. Non-required attachments will be discarded.
7. **ALL PROGRAM PRESENTERS, INCLUDING CO-PRESENTERS, ARE REQUIRED TO REGISTER FOR THE CONFERENCE AND PAY CONFERENCE FEES.**
8. As a professional, non-profit organization, NYSRA is unable to reimburse program presenters for travel, hotel or other expenses such as copying costs for handouts.
9. Each presentation room, upon request, will be equipped with a screen, projection cart, 25 feet VGA cable, and power supply at no cost to the presenter. Costs for all other AV equipment will be the responsibility of the presenter. Arrangements for additional AV equipment can be made through NYSRA. Information will be provided to those whose proposals are accepted.

### **Additional Considerations**

The Committee's policy is to encourage *broad participation* and a wide range of viewpoints. However, time and space limitations will dictate the number of proposals accepted from those submitted. Priority will be given to proposals which specifically address the topics listed on the Program Proposal Form, and which include one or two concrete strategies that teachers can use right away in their classrooms. A limited number of presentations that promote commercial materials or programs will be accepted and will be scheduled for a specific space designated for that purpose.