

NEW YORK STATE READING ASSOCIATION ~ ANNUAL CONFERENCE

*Literacy-Common Core & Beyond!*

OCTOBER 28-30, 2012, SYRACUSE (Liverpool), NEW YORK

**CALL FOR PROGRAM PROPOSALS & PROPOSAL GUIDELINES  
FOR EXHIBITORS & OTHER EDUCATIONAL SALES AND SERVICES  
COMPANIES OR REPRESENTATIVES**

NYSRA's Fall 2012 Conference, *Literacy-Common Core & Beyond!* invites exhibitors and other educational sales and services companies or representatives to join NYSRA to share how their company's products and programs support successful literacy practices that will promote success and enhance learning. 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. Below are the guidelines for submitting a program proposal for the Fall 2012 annual conference.

**Conference Co-Coordinator:** Debbie Dermady & Kay Gormley

**NYSRA President 2012-2013:** Peter McDermott

**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 as indicated on the form. All information must be typed and complete. Computer-generated forms are welcomed.
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 or received electronically no later than April 1, 2012. Everyone who submits a proposal will receive a reply by June 1, 2012. No proposals will be returned. Please retain a copy before mailing or submitting electronically. If you have not been notified by June 15, 2012, please contact us at: [Fall2012Conf@nysreading.org](mailto:Fall2012Conf@nysreading.org).
6. Please send one complete copy of the proposal via surface mail or to the above e-mail address (preferred). Please send the program entry and description electronically for all proposals. Do not send any attachments other than those required. Non-required attachments will be discarded.
7. **Presenters/co-presenters who are representing companies that have purchased booth space in the exhibit hall are not required to register separately for the conference or pay conference fees. All other presenters/co-presenters are required to register for the conference and pay conference fees.**
8. As a professional, nonprofit organization, NYSRA is unable to reimburse program participants for any expenses.
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.
10. **Additional Considerations:** It is the Committee's policy 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 in their classrooms.