



2017 Annual Conference Concurrent Session RFP

Upload an application to present during the general conference



***Thank you for your interest in presenting at the
upcoming 2017 NAEHCY conference in Chicago!***

***Read these instructions carefully before completing your concurrent session
application(s).***

GENERAL INFORMATION

Concurrent sessions will be held during seven (7) allocated times during the NAEHCY annual conference, beginning on Sunday morning, October 29, 2017, through noon on Tuesday, October 31, 2017. The Concurrent Session times are included on the draft conference agenda that may be downloaded at <http://naehcy.org/sites/default/files/conference/2017/2017-conference-schedule.pdf>.

Concurrent sessions are generally 1 hour and 15 minutes in length. The conference planning committee may select presentations to fill a double (2 hours and 30 minutes) slot, or may request that certain sessions be repeated more than once during the conference.

Applications for concurrent sessions must be submitted online. A hard copy (PDF) version of this online application, for information purposes only, may be downloaded from the NAEHCY conference web page at <http://naehcy.org/sites/default/files/conference/2017/>. Previewing a copy of the complete

application may be helpful for preparing your online submission. Paper submissions will not be accepted; the paper document (PDF format) provided for you is intended only to assist in the preparation of the actual online proposal submission.

The speaker agreement includes NAEHCY's policies on registration and presenting which must be agreed to before a proposal can be completed and submitted. These policies may be previewed in the PDF version of the application, as well.

The concurrent session RFP allows for a maximum of four (4) presenters per concurrent session -- one lead presenter and a maximum of three (3) additional co-presenters. If a session has more than four presenters, the information for the additional presenter(s) will not be provided in the conference program. Additional presenters may be mentioned in the session description or may introduced at the start of the session, if selected.

CONCURRENT SESSION TECHNOLOGY AND ROOM SETUP

Each room will be equipped with a projector, projection screen, A/V cart, speakers, and power supply. Presenters will **NOT** be responsible for providing a projector if it is needed for the session.

Presenters MUST PROVIDE THEIR OWN LAPTOP for the session, along with all necessary adapters and dongles (HD connectors, Apple adapters, etc.).

All rooms will be set up theatre style (chairs in rows facing the front with no tables) in order to allow for the greatest number of participants in each session.

Presenters are responsible for duplicating session handouts and materials that will be provided to participants. **Presenters must provide copies of the handouts, PowerPoint, and other session materials to post to the conference website. Failure to provide this information will disqualify the session from CEU eligibility.** Sessions typically draw 80 - 100 participants. Additional information about estimated attendance will be provided to presenters by late September, 2017.

ONLINE DOCUMENTATION SUBMISSION PROCESS

You must use the online application system to submit an application to present a concurrent session. To submit an application, visit: **<https://naehcy.fluidreview.com>**.

The first time you visit the online application system, you will be asked to create an account. You must enter your first name, last name, and an email address. This email address will be used for all communications regarding your concurrent session application, so be sure it is one you have access to throughout the summer. You will be asked to select a category; select "**Applicant.**" Once you have created an account you will receive an email confirmation of your account setup. Click on the link included in your registration confirmation email to go to the application site to start your application(s). You must click on the link in the confirmation email to access the online submission site the first time. Once you are in the application site you may want to bookmark the page in your browser so that you can return to your application(s) easily.

You do not have to create multiple accounts in order to submit multiple applications. You may submit multiple applications with the single user account you created. **You may NOT submit applications for other presenters, all presenters must submit their own application.**

Once you are logged in to the application site, you will be on a "homepage" that lists the tasks you must complete:

1. Fill Out Your Application Form - **required**
2. Upload Resume/CV - **required**
3. Upload Additional Document - **optional; may be used if you have something you would like to share with the review committee not asked for in the application**
4. Provide Video Link - **optional; may be used to share a link to a video that will be part of your presentation**
5. Submit Your Application - required; use this link to submit your application when you no longer wish to make any edits

The online submission system will allow you to return to a partially-completed application as many times as you wish. As you work through your application(s), be sure to select the "save" or "save and exit" button periodically to save your work. To go back to your incomplete application(s) you will login with your user ID and password and you will be able to edit or complete your application. When you login, you will be taken to your "homepage" and you can select the task you want to continue working on and make your edits or continue your submission(s). You will be able to edit your application(s) up until the submission deadline, **May 8, 2017.**

You also have the option of submitting a complete application before the submission deadline once you are finished with your application. If you have completed all of the responses in the application, you may select "submit your application" at the end of the application form. If you have not completed all of the prerequisites, you will not be allowed to submit your application. **Remember: if the submission deadline**

expires and you have not completed your application, your application will not be submitted for review. Only complete applications will be reviewed. Once you select the option to submit your application, you will not be able to make further edits to your application.

Once you submit your completed application, you will receive an email confirming your submission. If you wish to have a copy of your submission for your records, please follow the print instructions. Once you submit a completed application or the submission deadline arrives, you will not have access to your application. **You will NOT receive an email with a PDF attachment of your application.** *In order to have a copy of your application, you must print your submission.*

Please note that **ALL OF THE QUESTIONS IN THE APPLICATION MUST BE COMPLETED.** If you skip a section of the application in order to come back to it at a later time, do not forget to complete any incomplete items. **NOTE: there are a few new fields that are required this year, completion of all required information is necessary so that we can submit all sessions for Continuing Education Credits.** ***Incomplete submissions will not be considered for approval by the conference committee.***

CEUs / CPEs (Continuing Education Units)

The NAEHCY conference awards CEUs for each of the concurrent sessions offered during the conference. CEU accrediting organizations and agencies require NAEHCY to obtain documentation from all presenters, **including co-presenters**, about their background, goals, and outcomes for each presentation. Sessions that do not have all the information on file are not eligible for CEUs for participants. Your complete application helps NAEHCY provide a quality professional development experience and CEUs for all conference participants.

DOCUMENTATION SUBMISSION DEADLINE

All concurrent session applications must be submitted by the close of business on May 8, 2017.

Presenters will be notified of the Presentation Review Team's decisions by late June, 2017.

QUESTIONS

If you have any questions about the online proposal submission process, please contact:
Amy Beckham at abeckham@naehcy.org or 866-862-2562.

NAEHCY Conference Concurrent (Breakout) Session Request for Proposals (RFP)

 Complete all of the following contact information for the Lead Presenter

The conference planning committee assumes that the lead presenter is the person who submits the presentation. All correspondence will be addressed to that person.

First Name _____

Last Name _____

Position Title _____

Name of Agency/Organization/School
District _____

Address 1 _____

Address 2 _____

Address 3 _____

City _____

State (use standard two-letter
abbreviation - e.g., TX) _____

Zip Code _____

Phone Number _____

Telephone Extension Number _____

Cell or Alternate Phone Number _____

Email Address _____

Enter Email Address Again _____

Degrees Held (select highest level of
education achieved)


- High School Diploma
- Associate's Degree (Two-Year College Degree)
- Undergraduate Degree (Four-Year College or University Degree)
- Master's Degree
- Ph.D.
- Law Degree
- Medical Degree
- Post-Doctoral Fellowship

Credentials Held (certifications,
certificates, specializations) _____

License(s) Held _____

Experience in Homeless Education


- Limited experience
- Between 1 and 3 years experience
- Between 3 and 5 years experience
- Between 5 and 10 years experience
- Over 10 years experience

 There are ten themes used for organizing the conference concurrent sessions, each with a series of related topics. Please select a theme from the dropdown list after reading the topics below:

- McKinney-Vento Implementation Best Practices
- Access to Supports and Services
- Youth
- Higher Education
- Early Childhood
- Academic Achievement
- Housing
- Child Welfare
- Research and Evaluation
- Miscellaneous

 1. McKinney-Vento Implementation Best Practices:


Training for District Staff/ Professional Development
Raising Awareness Generally (in school and in community)
Collaboration and Coordination with District Resources (Title I, Special Ed, etc.)
Collaboration and Coordination with Community Service Providers
Improving Identification (including doubled-up, understanding eligibility, etc.)
Transportation Strategies
Immediate Enrollment Strategies
Sports/Extracurricular/Enrichment Opportunities
Working with Parents (Notice, Disputes, Parental Involvement)

 You selected the McKinney-Vento Implementation Best-Practices theme. Please select the topic that best describes your session:


- Training for District Staff/Professional Development
- Resources for Raising Awareness in School Settings
- Raising Awareness Generally (in school and community)
- Collaboration and Coordination with District Resources (Title I, Special Ed, etc.)
- Collaboration and Coordination with Community Service Providers
- Improving identification (including doubled-up, understanding eligibility, etc.)
- Transportation Strategies
- Immediate Enrollment Strategies
- Sports/Extracurricular/Enrichment Opportunities
- Working with Parents (Notice, Disputes, Parental Involvement)

 2. Access to Supports and Services:

Other federal education programs (IDEA, Title I, etc.)
Health Care/Mental Health Care
Basic Needs and Support Services
Child Nutrition
Expanding funding and resources for homeless education programs (grants/community fund-raising, etc.)
Team-building

 You selected the Access to Supports and Services theme. Please select the topic that best describes your session:

- Other federal education programs (IDEA, Title I, etc.)
- Health Care/Mental Health Care
- Basic Needs and Support Services
- Child Nutrition
- Expanding funding and resources for homeless education programs (grants/community fund-raising, etc.)
- Team-building


 3. Youth:

Sex and Labor Trafficking
Immigration


Pregnant and Parenting Teens
Access to Services
LGBTQ
Support Services
Drop Out Recovery / Student Engagement

 You selected the Youth theme. Please select the topic that best describes your session:

- Sex and Labor Trafficking
- Immigration
- Pregnant and Parenting Teens
- Access to Services
- LGBTQ
- Support Services
- Drop Out Recovery / Student Engagement

 4. Higher Education:


Student Success after High School / Transitions
Providing Basic Needs Support for College Students
Alternative Housing Options for College and Intersession
State Higher Education Networks
Working with Financial Aid Administrators
FAFSA Application / Financial Aid

 You selected the Higher Education theme. Please select the topic that best describes your session:

- Student Success after High School / Transitions
- Providing Basic Needs Support for College Students
- Alternative Housing Options for College and Intersession
- State Higher Education Networks
- Working with Financial Aid Administrators
- FAFSA Application / Financial Aid

 5. Early Childhood:

Early Head Start / Head Start
Increasing Access to Preschool
Birth to Three (0-3)
Child Care
Best practices for Teaching and Serving Young Homeless Children (increasing success in preschool programs)
McKinney-Vento and Preschool
Transportation Strategies for Preschool-aged Children

 You selected the Early Childhood theme. Please select the topic that best describes your session:

- Early Head Start / Head Start
- Increasing Access to Preschool
- Birth to Three (0-3)
- Child Care
- Best practices for Teaching and Serving Young Homeless Children (increasing success in preschool programs)
- McKinney-Vento and Preschool
- Transportation Strategies for Preschool-aged Children


 6. Academic Achievement:

Differentiated Instruction
Strategies for Classroom Teachers
Specialized Curriculum
Literacy Interventions
Increasing high School Graduation Rates
Tutoring Models


After-school and Summer Programming
Credit Recovery/Accrual
Trauma-Informed Schools

 You selected the Academic Achievement theme. Please select the topic that best describes your session:

- Differentiated Instruction
- Strategies for Classroom Teachers
- Specialized Curriculum
- Literacy Interventions
- Increasing high School Graduation Rates
- Tutoring Models
- After-school and Summer Programming
- Credit Recovery/Accrual
- Trauma-Informed Schools

 7. Housing:


Understanding HUD Housing Programs
Homeless Coalitions
Public Housing Collaborations
Family Housing and Homelessness Services
Unaccompanied Youth Housing/Homelessness Services

 You selected the Housing theme. Please select the topic that best describes your session:


- Understanding HUD Housing Programs
- Homeless Coalitions
- Public Housing Collaborations
- Family Housing and Homelessness Services
- Unaccompanied Youth Housing/Homelessness Services

 8. Child Welfare:


Foster Care
Juvenile Justice
Prevention Services

 You selected the Child Welfare theme. Please select the topic that best describes your session:

- Foster Care
- Juvenile Justice
- Prevention Services

 9. Research and Evaluation:

Proven Strategies and Interventions
One-Stop-Shop Models of Success
Data-Driven Best Practices
Designing a Program Evaluation


 You selected the Research and Evaluation theme. Please select the topic that best describes your session:

- Proven Strategies and Interventions
- One-Stop-Shop Models of Success
- Data-Driven Best Practices
- Designing a Program Evaluation


 10. Miscellaneous:


Self-Care for Practitioners
Strategies for School Counselors and Social Workers
Advocacy


Other (Use this option ONLY if you have an idea for great content that has not been included elsewhere.)


 You selected the Miscellaneous theme. Please select the topic that best describes your session:

- Self-Care for Practitioners
- Strategies for School Counselors and Social Workers
- Advocacy
- Other

 You have an idea for great content that you would like to share! Describe the theme and topic for your session in 100 characters or less:

 Describe in 300 characters or less how your session directly relates to children and youth in homeless situations:


 Provide the session title in 150 characters or less:


 Session description for program:

(Maximum of 640 characters. Focus on objectives and relevance to homeless education.)

Indicate all of the training methods you will use in your presentation:

- Lecture
- Video/audio selections
- Discussion
- Small groups
- Practical demonstration

 What are the essential elements or components of your presentation that address the presentation theme(s) you selected?

 How does this session contribute to the advancement, extension and enhancement of the professional skills and knowledge of the practice of Social Work, Counseling, Education, and/or Therapy?

 Provide a minimum of three learning objectives/goals for the participants in this session

For example: Participants will understand the challenges facing homeless children in acquiring an education.


Objective/Goal #1 _____

Objective/Goal #2 _____

Objective/Goal #3 _____

Objective/Goal #4 _____


Objective/Goal #5 _____

 Are you able to present during all of the scheduled Concurrent Session times?


- Yes
- No

Please indicate any days and times during which you are NOT ABLE to present:


- Sunday, October 29, 2017; Concurrent Sessions 1, 10:00 - 11:15 a.m.
- Sunday, October 29, 2017; Concurrent Sessions 2, 1:00 - 2:15 p.m.
- Sunday, October 29, 2017; Concurrent Sessions 3, 2:45 - 4:00 p.m.
- Monday, October 30, 2017; Concurrent Sessions 4, 10:00 - 11:15 a.m.
- Monday, October 30, 2017; Concurrent Sessions 5, 1:00 - 2:15 p.m.
- Monday, October 30, 2017; Concurrent Sessions 6, 2:45 - 4:00 p.m.
- Tuesday, October 31, 2017; Concurrent Sessions 7, 10:30 - 11:45 a.m.

 If your proposal is accepted, what are your conference attendance plans?

- I plan to attend the full conference.
- I plan to attend only one day of the conference.
- I plan to attend the conference only during the time of my presentation.

 Will you need access to the Internet for your presentation?

- Yes
- No

 How many co-presenters are you planning to have for your presentation?

A maximum of three copresenters in addition to the lead presenter will be listed in the program.

- I will have no (0) co-presenters.
- I will have one (1) co-presenter.
- I will have two (2) co-presenters.
- I will have three (3) co-presenters.
- I will have four (4) co-presenters.

 Complete all of the following contact information for the first co-presenter.

The conference planning committee assumes that the lead presenter is the person who submits the presentation. All correspondence will be addressed to that person unless otherwise indicated.

Co-Presenter First Name 1 _____

Last Name 1 _____

Position Title 1 _____

Agency/Organization/School District
Name 1 _____

Address 1 _____

Address 2 _____

Address 3 _____

City 1 _____

State 1 (use standard two-letter abbreviation - e.g., TX) _____

Zip Code _____

Phone Number 1 _____

Telephone Extension Number _____

Cell or Alternate Phone Number _____

Email address 1 _____


Enter email address again _____

- Degrees Held (select highest level of education achieved)
- High School Diploma
 - Associate's Degree (Two-Year College Degree)
 - Undergraduate Degree (Four-Year College or University Degree)
 - Master's Degree
 - Ph.D.
 - Law Degree
 - Medical Degree
 - Post-Doctoral Fellowship

Credentials Held (certifications, certificates, specializations) _____

License(s) Held _____

- Experience in Homeless Education
- Limited experience
 - Between 1 and 3 years experience
 - Between 3 and 5 years experience
 - Between 5 and 10 years experience
 - Over 10 years experience

 Complete all of the following contact information for the second co-presenter.

The conference planning committee assumes that the lead presenter is the person who submits the presentation. All correspondence will be addressed to that person unless otherwise indicated.

Co-Presenter First Name 2 _____

Last Name 2 _____

Position Title 2 _____

Agency/Organization/School District Name 2 _____

Address 1 _____

Address 2 _____

Address 3 _____

City 2 _____

State 2 (use standard two-letter abbreviation - e.g., TX) _____

Zip Code _____

Phone Number 2 _____

Telephone Extension Number _____

Cell or Alternate Phone Number _____

Email address 2 _____

Enter email address again _____

Degrees Held (select highest level of education achieved)


- High School Diploma
- Associate's Degree (Two-Year College Degree)
- Undergraduate Degree (Four-Year College or University Degree)
- Master's Degree
- Ph.D.
- Law Degree
- Medical Degree
- Post-Doctoral Fellowship

Credentials Held (certifications, certificates, specializations) _____

License(s) Held _____

Experience in Homeless Education

- Limited experience
- Between 1 and 3 years experience
- Between 3 and 5 years experience
- Between 5 and 10 years experience
- Over 10 years experience

 Complete all of the following contact information for the third co-presenter.

The conference planning committee assumes that the lead presenter is the person who submits the presentation. All correspondence will be addressed to that person unless otherwise indicated.

Co-Presenter First Name 3 _____

Last Name 3 _____

Position Title 3 _____

Agency/Organization/School District Name 3 _____

Address 1 _____

Address 2 _____

Address 3 _____

City 3 _____

State 3 (use standard two-letter abbreviation - e.g., TX) _____

Zip Code _____

Phone Number 3 _____

Telephone Extension Number _____

Cell or Alternate Phone Number _____

Email address 3 _____

Enter email address again _____

Degrees Held (select highest level of education achieved)


- High School Diploma
- Associate's Degree (Two-Year College Degree)
- Undergraduate Degree (Four-Year College or University Degree)
- Master's Degree
- Ph.D.
- Law Degree
- Medical Degree
- Post-Doctoral Fellowship

Credentials Held (certifications, certificates, specializations)

License(s) Held

Experience in Homeless Education

- Limited experience
- Between 1 and 3 years experience
- Between 3 and 5 years experience
- Between 5 and 10 years experience
- Over 10 years experience

 Complete all of the following contact information for the fourth co-presenter.

The conference planning committee assumes that the lead presenter is the person who submits the presentation. All correspondence will be addressed to that person unless otherwise indicated.

Co-Presenter First Name 4

Last Name 4

Position Title 4

Agency/Organization/School District Name 4

Address 1

Address 2

Address 3

City 4

State 4 (use standard two-letter abbreviation - e.g., TX)

Zip Code

Phone Number 4

Telephone Extension Number

Cell or Alternate Phone Number

Email address 4

Enter email address again

Degrees Held (select highest level of education achieved)


- High School Diploma
- Associate's Degree (Two-Year College Degree)
- Undergraduate Degree (Four-Year College or University Degree)
- Master's Degree
- Ph.D.
- Law Degree
- Medical Degree
- Post-Doctoral Fellowship

Credentials Held (certifications, certificates, specializations)

License(s) Held


Experience in Homeless Education

- Limited experience
- Between 1 and 3 years experience
- Between 3 and 5 years experience
- Between 5 and 10 years experience
- Over 10 years experience

 Terms and Conditions

 Please select the button below to acknowledge that you have read and understood the following:

All session rooms will be equipped with a projection screen, A/V cart, LCD projector, speakers and power supply. I understand that I will be responsible for providing a laptop and any additional technology required for the session (e.g., specialty items or software).

 Please answer one of the following:

I do not plan to have youth co-presenters in my session.

I do plan to have youth co-presenters in my session. PLEASE NOTE: Sessions that will include the participation of youth are subject to additional guidelines regarding the participation of the youth in the conference. All youth are required to register for the conference if they will be attending meals and sessions. Youth must have adult supervision at all times. Additional communications regarding youth participation will be sent to presenters including youth in their proposed sessions. If you have questions about youth participation, contact: Amy Beckham at abeckham@naehcy.org or Tim Stahlke at tstahlke@austin.utexas.edu.

Please select each of the following items to acknowledge that you have read and understood them. If you have questions about any part of your obligations as a presenter, please contact: Amy Beckham at abeckham@naehcy.org or **866-862-2562**.

Upon acceptance of my proposal to present, I understand that I will be required to respond to messages received from conference organizers and notify them of any changes in my contact information in a timely manner. If I have not completed correspondence as requested, within 14 days of attempted contact, my acceptance may be revoked.

Conference organizers will make every effort to accommodate changes in presenter scheduling needs received by July 31, 2016. Not all change requests may be honored. Change requests made after that date will be accommodated to the extent feasible.

All presenters are expected to register for the conference, although those who plan to attend only during the time of their session will not be required to pay. The conference registration fee includes the cost of materials, meals, snacks, and beverages. Presenters may register for one day attendance.

Sessions typically draw 80 to 100 participants. I understand that I am responsible for duplicating session handouts and materials that will be provided to participants. Additional information about estimated attendance will be provided to presenters in late September, 2016.

I understand that if I cancel after my proposal has been accepted and session scheduled, the acceptance of my future proposals may be affected.

I acknowledge that I have read and understand the items listed above. I will attend the conference for my session as scheduled.