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www.ilheadstart.org

**Illinois Head Start Association Annual Training Conference
March 7 – 9, 2012
Springfield, Illinois
President Abraham Lincoln Hotel and Conference Center**

Dear Colleague,

Calling all presenters! We are looking for you to present on your innovative practices and to share your expertise. Don't miss this great opportunity to connect with the Illinois' Head Start Community!

Enclosed please find the Call for Proposals for the Illinois Head Start Association Annual Training Conference and Parent Institute that will be held at the President Abraham Lincoln Hotel and Conference Center in Springfield, Illinois, March 7 – 9, 2012. The Call for Proposal may be mailed to Illinois Head Start Association at 3435 Liberty Drive, Springfield, Illinois, 62704, faxed to (217)241-3508 or emailed to Michelle Iocca, Membership Services and Operations Manager, at miocca@ilheadstart.org.

We appreciate the presentations at previous Conferences and look forward to receiving outstanding proposals designed to share important information with Head Start parents, staff, directors, and friends.

Please do not hesitate to contact our office if you have any questions or need additional information by phone at 217-241-3511 or email at lfrichtl@ilheadstart.org

Sincerely Yours,

Lauri Morrison-Frichtl
IHSA Executive Director



Illinois Head Start Association

2012 Annual Training Conference Workshop Proposal

Thank you for considering presenting a workshop at the 2012 Illinois Head Start Association Annual Conference. Workshops may address topics relevant to potential attendees including but not limited to:

Parent and Family Engagement	Socioemotional Health	Early Childhood Classroom Tools & Strategies
School Readiness	Math and Science	Early Head Start
Child Assessment	Advocacy	Topics for Family Service Workers and Home Visitors
Outcomes	Diversity & Equity	Experienced/Advanced Leadership
Language & Literacy	Child Behavior Management	Dual Language Learners
Special Education	Experienced Administrators	Staff Development
Data	Technology/Computer Skills	Oral/Physical Health & Personal Wellness
Program Administration & Governance	Topics for Parents	Kindergarten Readiness

What Do IHSA Attendees Want From a Workshop?

- Attendees want NEW information that they have not been exposed to before.
- Attendees want STRATEGIES and PRACTICAL information that they can use immediately when they return from the Conference. The more hands-on activities and new ideas they can put to work immediately, the happier they are.
- Attendees want HANDOUTS.
- Attendees want enthusiastic, engaging, prepared presenters that use hands-on activities and provide information that relates directly to their daily lives, and that are able to answer their questions.

Important Information

The Conference will take place from March 7-9, 2012 at the Abraham Lincoln Hotel and Conference Center in Springfield, Illinois. We anticipate approximately 300 to attend the general conference; approximately 90% of attendees will be female and 10% male. Attendees will primarily be Head Start & Early Head Start administrators, staff, parents, and early childhood professionals, as well as home visitors, health specialists, and special education staff.

March 7, 2012 1:00 p.m. - 5:00 p.m. - Conference Sessions

March 8, 2012 10:15 a.m. - 4:45 p.m. - Conference Sessions

March 9, 2012 8:30 a.m. - 11:30 a.m. - Conference Sessions

Workshops can be 90 minutes, 3 hours or 5 hours long. Please indicate which format you prefer. Presenters interested in providing 5 hours of intensive training should be prepared to train on March 8, 2012 and fully detail the content offered.

Workshop Proposals are due by November 30, 2011.

Presenters with successful submissions will be notified on or before December 19, 2011. Once notification is received, selected presenters will be required to confirm their participation.

Submissions will be evaluated and selected according to the following criteria:

- Is the topic of high interest and relevant to today's Head Start & Early Childhood programs, parents, and/or staff?
- Does the description give a clear, concise picture of what the presentation will include?
- Are the objectives clear and can they be met realistically in the time allowed?
- Is there evidence of creativity and innovation in the approach taken to this issue or topic?
- Is the role of the staff member, parent, or program clearly articulated?
- Will the presentation provide solid, practical "how-to" information?
- Can the workshop information be applied in a wide variety of program or classroom settings?
- Do proposed presentation delivery methods address standards for effective adult learning?
- Does the presenter have the appropriate credentials and experience to speak about this topic with authority?
- Is the proposal well-written (does it demonstrate correct spelling & grammar) and are all questions answered completely?

2012 IHSA Annual Training Conference Workshop Proposal

Presenter Contact Information

(if additional presenters are speaking, please attach their complete contact information)

Name: _____

Title: _____

Organization/Company Name: _____

Company Address: _____

Company City / State / Zip: _____

Daytime Phone: _____ Email: _____

Fax: _____

Presenter Biographical Information

Please provide a presenter bio. Include experience with topic you are proposing. **If there is more than one presenter, please attach each person's bio, including complete contract information.**

Highest Degree Completed (ex. M.S. in Education; B.A., H.S. Diploma, etc.): _____

Educational Session Information

Please indicate which audience your presentation addresses: _____

What are two snappy benefit laden titles for your topic? Think of the title as the headline for an intriguing magazine article. For example: "I'm a Parent Too! How to Work Cooperatively with Your Divorced or Separated Spouse." If your session is accepted one of these titles will appear in the Program Booklet.

Please describe the educational content of your proposed session. Descriptions should be specific; and **clearly explain how attendees will benefit from the information in your session.**

Please describe how you plan to involve attendees in your session. Feel free to call IHSA at 217-241-3511 or email lfrichtl@ilheadstart.org for ideas to increase attendee participation.

What new ideas and/or strategies will the audience be able to use after this session? Please list three things.

Write a brief description describing your session. If your proposal is accepted this will appear in the Program Booklet.

Have you presented on this topic before? Yes No **If yes, when and where?** _____

Will you have handouts available for participants? Yes No

You will need to copy your own handouts for your presentation.

Please indicate what level of experience your workshop is geared towards:

- Beginner (No or very little experience with the topic you are covering)
- Intermediate (1 year-3 years of experience with this topic; reasonable knowledge about this topic)
- Advanced (3 years- 5 years of experience with this topic; extensive knowledge about this topic)
- Expert (5 years +; the information presented would be useful to even experienced professionals)

Please indicate ALL AUDIOVISUAL EQUIPMENT YOU WILL REQUIRE. If you check any of the following boxes, you will be required to PAY for what you need. If you have changes to this list after your proposal is accepted, you must contact IHSA at 217-241-3511 or email miocca@ilheadstart.org BEFORE January 31, 2011.

Overhead Projector/Screen (\$45.00/day) LCD Projector/Screen (\$400.00) TV/DVD (\$145.00/day)

I will provide my own Audio Visual Equipment

****IHSA will provide flipchart with markers, A/V cart and Screen in each room. We request that you bring your own laptop computer if you require its use.**

My session will be 90 minutes 3 Hours 5 hours

Are you willing to present the workshop more than once? Yes No

When presenting a Conference Workshop, please indicate the days on which you prefer to present (check all that apply):

Wednesday afternoon Thursday morning Thursday afternoon Friday morning

Submit proposals to the Illinois Head Start Association at miocca@ilheadstart.org or fax to 217-241-3508. Proposals can also be mailed to:

Illinois Head Start Association

% Michelle Iocca

3435 Liberty Drive

Springfield, IL 62704

PROPOSALS MUST BE RECEIVED by November 30, 2011.