

CAEYC FALL 2010 CONFERENCE  
PRESENTATION PROPOSAL

Dear Presenter,

CAEYC invites you to submit a presentation proposal for the CAEYC FALL 2010 Conference at the Denver Merchandise Mart on Saturday, October 9, 2010. Please complete this enclosed form (3 pages) and send it to:

CAEYC Fall Conference  
P.O. Box 631326  
Highlands Ranch, CO 80163-1326  
FAX: 303-791-7597  
email: [caeyc@ColoradoAEYC.org](mailto:caeyc@ColoradoAEYC.org)

Proposals must be postmarked no later than JUNE 11, 2010. Proposals after this date might not be considered. You will be notified in June if we will be able to use your presentation or not for this conference.

In July, you will receive a conference program listing the time of your presentation. If there will be more than one presenter in your workshop, you as the contact person are responsible for giving information to your co-presenter or panel members.

If you have any questions, please contact:

Linda Adams - CAEYC Office  
Phone - 303.791.2772 (Denver)  
1.888.892.4453  
FAX - 303.791.7597  
Email - [caeyc@ColoradoAEYC.org](mailto:caeyc@ColoradoAEYC.org)

Thank you for your willingness to share your expertise with early childhood colleagues.

## CONFERENCE PRESENTATION PROPOSAL

Please complete this form and send postmarked no later than JUNE 11, 2010  
to:

CAEYC  
P.O. Box 631326  
Highlands Ranch, CO 80163-1326

Please type or print clearly (this information will go into the conference brochure if  
accepted)

PRESENTER NAME: \_\_\_\_\_  
(contact person)

COMPLETE ADDRESS: (include city & zip)

\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBERS: (W)(\_\_\_\_) \_\_\_\_\_ (H)(\_\_\_\_) \_\_\_\_\_

PROFESSIONAL TITLE: \_\_\_\_\_

CO-PRESENTER NAME: \_\_\_\_\_

COMPLETE ADDRESS: (include city & zip)

\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBERS: (W)(\_\_\_\_) \_\_\_\_\_ (H)(\_\_\_\_) \_\_\_\_\_

PROFESSIONAL TITLE: \_\_\_\_\_  
\_\_\_\_\_

\*Please note that presentations are limited to a maximum of 2 people except for  
panels.

Please check if this is a panel presentation Yes \_\_\_ No \_\_\_

TITLE OF PRESENTATION:

\_\_\_\_\_  
\_\_\_\_\_

**BRIEF DESCRIPTION OF PRESENTATION (as you want it to appear in conference brochure)**

Please type or print very clearly:

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TIME PREFERRED: 1 HOUR WORKSHOP: \_\_\_\_\_ OR 2 HOUR SEMINAR: \_\_\_\_\_

(Please indicate if you are willing to repeat this session during the day).

PLEASE INDICATE IF PRESENTATION IS (circle one): 1) BASIC LEVEL, OR 2) SEASONED PROFESSIONAL LEVEL (for the individual that has been in the field for a number of years - more in-depth)

**TARGETED AUDIENCE:**

ADMIN/DIRECTORS \_\_\_\_\_ ADVOCACY/PUBLIC POLICY \_\_\_\_\_  
CLASSROOM MGMT \_\_\_\_\_ CURRICULUM \_\_\_\_\_  
HEALTH/SAFELY \_\_\_\_\_ INFANT/TODDLER \_\_\_\_\_  
MUSIC/MOVEMENT \_\_\_\_\_ PROFESSIONAL DEV \_\_\_\_\_  
QUALITY IMPROVEMENT \_\_\_\_\_ SPECIAL NEEDS \_\_\_\_\_  
OTHER (please specify) \_\_\_\_\_

**SPECIAL EQUIPMENT/ROOM ARRANGEMENTS:** Audio-Visual equipment MUST BE PROVIDED BY THE PRESENTERS. Each room will be set up theater style with one speaker table. Please describe any special room arrangements you may require for your presentation/equipment (ie: 3 tables for displays, etc).

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CONFERENCE REGISTRATION: Presenters are offered one free full conference registration (maximum of two per workshop). CAEYC conference registration fees include lunch on Saturday. Please do NOT send in a registration form. The cost of this meal will be paid by CAEYC. In order to have an accurate meal count, please indicate if you will be joining us for:

Saturday lunch:

Presenter: yes \_\_\_ no \_\_\_ Vegetarian \_\_\_  
Co-presenter: yes \_\_\_ no \_\_\_ Vegetarian \_\_\_

HONORARIUM: A total honorarium of \$30.00 per each 1 hour workshop is available to help cover transportation and/or material costs, (regardless of the number of presenters), \$45.00 for a 2 hour seminar. Please check one of the below:

\_\_\_ Yes, I would like the honorarium, or

\_\_\_ I wish to donate the honorarium to the CAEYC Tuition Award Fund and would like a tax donation receipt.

Please sign and date this form below. Thank you again for your commitment to children and families in Colorado by presenting at the CAEYC Fall 2009 Conference. You will receive a confirmation of your proposal acceptance.

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Signature of Presenter

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Date