



COLORADO ASSOCIATION
FOR THE EDUCATION
OF YOUNG CHILDREN

CAEYC SPRING 2012 CONFERENCE
PRESENTATION PROPOSAL

Dear Presenter,

The Colorado Association for the Education of Young Children invites you to submit a presentation proposal for the CAEYC Spring 2012 Conference at the Denver Merchandise Mart on Saturday, April 21, 2012. Please complete this form (3 pages) and E-mail, mail or FAX it to:

E-mail: caeyc@ColoradoAEYC.org
CAEYC Spring Conference
P.O. Box 631326
Highlands Ranch, CO 80163-1326
FAX: 303.791.7597

Proposals must be submitted no later than January 20, 2012. Proposals after this date might not be considered. You will be notified by the end of January if we will be able to use your presentation or not for this conference.

In February, 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

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



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Please complete this form and submit it no later than JANUARY 20, 2012 to:

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

PRESENTER NAME: _____
(contact person)

COMPLETE ADDRESS: (include city & zip) _____

E-mail: _____

PHONE NUMBERS: (W)(____) _____ (H)(____) _____

PROFESSIONAL TITLE: _____

CO-PRESENTER NAME: _____

COMPLETE ADDRESS: (include city & zip) _____

E-mail: _____

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 ___



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TITLE OF PRESENTATION:

BRIEF DESCRIPTION OF PRESENTATION (as you want it to appear in conference brochure)
Please type or print very clearly:

TIME PREFERRED: Please indicate if you are willing to repeat this session during the day:
Yes _____ No _____

1 HOUR WORKSHOP: _____ or 2 HOUR SEMINAR: _____

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) _____



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SPECIAL EQUIPMENT/ROOM ARRANGEMENTS: Audio-Visual equipment **MUST BE PROVIDED BY THE PRESENTER**. 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).

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 Spring 2012 Conference. You will receive a confirmation of your proposal acceptance by email.

Signature of Presenter

Date