



New Mexico Boards Association  
300 Galisteo Street, Suite 204 • Santa Fe, New Mexico 87501  
Phone: (505) 983-5041 • Fax: (505) 983-2450  
e-mail: [lvigil@nmsba.org](mailto:lvigil@nmsba.org) • website: [www.nmsba.org](http://www.nmsba.org)

# Call for Presentations

New Mexico School Boards Association  
2017 Annual Conference  
December 1-2, 2017  
Embassy Suites Hotel, Albuquerque, NM

## Proposal Guidelines

Proposals are being solicited for training sessions on Friday and Saturday. Training sessions run for 60 minutes. The purpose of these sessions will be for presenters to share their experience, information and knowledge of research about successful programs in their districts or topics of critical importance to board members and education leaders. When lecturing, please provide ample time for audience questions and participation.

## Selection Criteria

- Priority will be given to proposals that reflect these criteria:
- Relevance to conference themes and goals and local school board roles and responsibilities.
- Identification of what the participants will know and be able to do, as a result, of their attendance at the session.
- Support for the topic with appropriate and cited research.
- Clarity of intent, description, and design for the session.
- Clarity of learning objectives for the session.
- Degree of participant involvement such as interactive discussions, learning activities and skill building exercises.
- Practical usefulness to participants.

## Conference Goals

- To present research-based, proven and promising practices that help board teams understand and improve student achievement.
- To practice wise and efficient stewardship of district resources.
- To demonstrate effective governance of local public schools.
- To represent the community's best interests in public education.

## Presenter Information

In-state presenters contribute his/her services in a volunteer capacity. Presenters are responsible for providing their handout materials. NMSBA will provide a laptop computer with LCD Projector as well as a microphone and screen for the presentation. If you would like to present, but also have a product to sell (books, products, software, etc.) we request that you:

- Fill out the sponsorship form
- Co-present the program with a school district official (Board President, Superintendent or other staff member) or a government department official (such as PSFA - Public School Facilities Authority staff)
- Within the presentation, the district or government official should describe their involvement in the decision process to utilize the product or service and/or clarify what role the school board would play in this process. (The audience will be school board members.)
- Handouts should reflect the process or guidelines for choosing a product or service but should **not** be proprietary in nature — such as so specific to that company's product that it could be considered an advertisement. No company logo should appear on the handout either. Distinguishing a process rather than the product is an important component to comply with professional continuing education training and differentiate it from advertising.
- the program title should describe the process, but should not mention the product/company name. The company name can accompany the speaker name.
- please consider being an exhibitor or sponsor at the conference as well. This is certainly not required, but would help highlight your company to conference attendees and support the non-profit organization in its mission to provide services.

## Tips to Consider as You Prepare Your Proposal

1. Recognize that everyone in your audience has knowledge to share. Limit lecture time and provide opportunities for audience participation.
2. Provide a general overview of your topic and, if appropriate, what the current research/evaluations say about it.
3. If possible, bring handouts and other materials that participants can use immediately upon returning to their district.

4. Have participants share their own experiences when appropriate.
5. Summarize key points from the session.
6. If you use a PowerPoint presentation, make a handout with no more than three slides per page.
7. The session abstract should accurately describe your presentation.

## Submission of Proposal

The deadline for submission is October 18, 2017. Please complete and sign the proposal form and return it via postal or e-mail to the attention of: Lorraine Vigil, Program Director, New Mexico School Boards Association, 300 Galisteo Street, Suite 204 Santa Fe, NM 87501

If e-mailing, send to [lvigil@nmsba.org](mailto:lvigil@nmsba.org) and ask for a return receipt, to confirm that it was received.

The lead presenter in each proposal will be notified of their selection status the week of November 10th. If you have any questions, or would like further information, please contact Lorraine Vigil at NMSBA at 505-983-5041 or [lvigil@nmsba.org](mailto:lvigil@nmsba.org).



New Mexico School Boards Association  
Conference Proposal Form  
2017 Annual Conference  
December 1-2, 2017  
Embassy Suites Hotel, Albuquerque, NM

Type or clearly print all information. To submit a proposal for consideration, please complete all the information below and return by mail (300 Galisteo Street, Suite 204, Santa Fe, NM 87501), fax (505-983-2450) or (email to [lvigil@nmsba.org](mailto:lvigil@nmsba.org)). All submissions must be received by October 18, 2017 in order to be considered.

1. Session Title:

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(Please keep this short and to the point with the actual topic identified in the first three words. When we publish the title in the breakout grid only three or four words will fit. Example: "District Budgets Made Easy" or "Special Education Discipline Procedures".)

2. Session Abstract (limit of 60 words). This will appear in the conference program booklet and on the website prior to the conference. The session description should be written in such a way to attract participants to your session and describe what participants can expect. NMSBA reserves the right to edit descriptions to fit into the word count restriction.

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3. Primary Target Audience: \*Should be geared toward School Board Presidents, Officers and Board Leaders.

4. Date: Preference (*A limited number of presentations will be accepted for Friday, December 1*)

\_\_\_\_\_ Friday, Dec. 1, 2017 (60 minutes) Sessions are from 8:30 AM until 5 PM with breaks

Do you have, a preference for a specific time slot? Mark your 1<sup>st</sup> preference

\_\_\_\_\_ Between 8:00 - 11:30 AM \_\_\_\_\_ Between 1:00 - 5:00 PM

\_\_\_\_\_ Saturday, Dec. 2, 2017, (60 minutes)

Do you have, a preference for a specific time slot? Mark your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> preference

\_\_\_\_\_ 8:30 - 9:30 AM \_\_\_\_\_ 9:45 - 10:45 AM \_\_\_\_\_ 11 AM - 12 Noon

5. Session will include: (check all that apply)

\_\_\_\_\_ Lecture Roundtable/Discussion

\_\_\_\_\_ Question and Answer session

\_\_\_\_\_ Activities with participation

6. Level of Presentation: Should be geared toward advanced (board members with several years of service and prior training)

7. Topic Strand: Topics are not limited to only those listed, but those are topics within training strands.

\_\_\_\_\_ Administration (*hire/evaluate Superintendent; effective chain of command*)

\_\_\_\_\_ Boardmanship (*board relations, roles, goals; policy development; strategic planning*)

\_\_\_\_\_ Community Relations (*parent involvement, media relations, community resources*)

\_\_\_\_\_ Facilities Management (*facility maintenance, energy efficiency, PSCOC*)

\_\_\_\_\_ Finance (*district budgets; bonding; Federal funding - Title I, IDEA*)

\_\_\_\_\_ Legal Issues (*Open Meetings Act, Public records law, lawsuits*)

\_\_\_\_\_ Legislative Issues (*newly enacted laws update*)

\_\_\_\_\_ Personnel (*finding & retaining highly qualified staff; union issues*)

\_\_\_\_\_ Safety & Wellness (*gangs, bullying, violence prevention, student health issues*)

\_\_\_\_\_ Student Achievement (*AP classes, dual credit, ESL programs, performance-based assessments, alternative assessments, postsecondary options*)

\_\_\_\_\_ Technology (*cyber-safety, e-mail management, wireless connectivity; distance learning*)

\_\_\_\_\_ Other:

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8. Audiovisual Needs: (Other than laptop, LCD Projector, screen and microphone)

\_\_\_\_\_ Other (specify)

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Please be mindful that all equipment is a rental expense for the conference and NMSBA is a non-profit. As we try to keep participant registration fees low, please request only what is going to be used. Note that requests made on the day of the conference may not be able to be accommodated.

9. Name(s) of Presenters: If more than one individual is presenting during this session, an organizer/lead presenter must be selected to serve as a contact person for NMSBA and will be responsible for communicating with other presenters. All presenters must be named by June 26, in order to, be included in printed materials.

Organizer/Lead/ presenter:

(Dr., Mrs., Ms. Miss, Mr.)

\_\_\_\_\_

Job Title:

\_\_\_\_\_

Organization/Agency: \_\_\_\_\_

Address:

\_\_\_\_\_

Phone:

Fax:

\_\_\_\_\_

E-mail: \_\_\_\_\_

Signature of Lead Presenter: \_\_\_\_\_ Date \_\_\_\_\_

Presenter#2:

(Dr., Mrs., Ms. Miss, Mr.)

\_\_\_\_\_

Job Title:

\_\_\_\_\_

Organization/Agency:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone:

Fax:

\_\_\_\_\_

E-mail: \_\_\_\_\_

10. Presenter(s) Biographical Information: Please include specific references to experience or education which gives you (and your co-presenter) specialized knowledge to present to school board members.

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