

Requests for Proposals

The Capital District Child Care Council (CDCCCC) invites you to submit a proposal to present at the upcoming education conference, scheduled for Saturday, October 2, 2010 located at The Hilton Garden Inn, Troy, New York.

Proposals to present and share your knowledge and experiences are being accepted. CDCCCC encourages Early Childhood and School Age Educators and Vendor Partners to submit proposals that focus on: child development, early childhood and school age care management or business strategies, best practices, innovative ideas, new technology, strategic case studies and/or success stories by completing the following process:

- Complete the Request For Proposal (RFP) Application (begins on page 2)
- Indicate the type of event your presentation is best suited for and the audience

If you are selected and agree to present, you agree to the following:

- Work with our Conference Planning Committee and CDCCCC to coordinate details, equipment needs and other set up accommodations.
- You also agree that your session materials will be made available in a timely manner for distribution to attendees in a written or electronic format.
- You also agree that your presentation will be objective and unbiased and not contain any promotion of yourself and your organization.

Goals of any presentation should include:

- Targeting information that is meaningful and will add value by
 - * *Serving the Early Childhood Field and*
 - * *Serving School Age Professionals,*
 - * *Advancing the Early Childhood and School Age Profession, or*
 - * *Growing the Education Organizations*
- Providing practical hands-on tips, tools, and resource materials for participants
- Clear session objectives
- Case studies, success stories, relevant supporting research or other data to showcase the practical application of Early Childhood and School Age Care concepts, interventions or new strategic initiatives.

Steps in the Proposal Process:

1. Identify a topic that is current and meaningful for the CDCCCC membership
2. Prepare your Request for Proposal Application in full
3. Forward your Request for Proposal Application to the CDCCCC office (see address below)
4. Members of the Programming Committee will review your request and respond to your inquiry within a timely manner.

Preparing and Submitting Your RFP:

- Identify a topic that best describes what you intend to present including:
 - * How it applies to the Early Childhood/School Age Care profession
 - * How you intend to facilitate the session
 - * Your experience with the topic
 - * Include a sample outline/draft of content, job aids, PowerPoint's and other materials you will share with the attendees

Request for Proposal Application

Speaker Name: _____

Position Title: _____

Organization Name: _____

Function (check one):

- Presenter
- Vendor/Resource Partner
- Independent Consultant

Preferred Mailing Address: _____

Preferred Telephone Number (check one & include number):

- Work _____
- Home _____
- Cell _____

Preferred Email address: _____

Website address (if applicable): _____

Speaker Honorarium (if applicable):\$ _____

Prior Public Speaking Experience (professional organizations, national conferences, etc.):

Speaking References (please also provide contact information):

1. _____
2. _____

Title of Session (should be brief and descriptive - 15 word maximum):

Session Description: (describe your session in 150 words or less - be sure to use clear, conversational language)

Session Benefits: (include when applicable)

- How session relates to current theme or trend in Early Childhood/School Age Field
- Performance-based objectives
- Description of value to participants
- How session uses case studies, success stories, examples, research or other supporting materials to support your case

Speaker Biography (75 word maximum):

Primary Audience/Track: Indicate the appropriate level of content for your proposal based on the following “track”:

- Teacher/caregiver foundation – session is geared towards those who are newer to the profession.
- Professional Skill Development – session is geared to those who understand early education & school age care fundamentals and are seeking further development to expand their knowledge, skills, and abilities to the next level
- Strategic/Conceptual Track – session is geared to those who are seeking intermediate to expert knowledge and learning to enhance his/her evaluative, decision-making, or strategic planning skills.

Session Type: Indicate the category of interactivity, engagement, and structure your session is best described by:

- Presentation – 60 minutes or less covering theoretical, research style aspects of subject matter. No activities.
- Workshop – 90 minutes, interactive and introduces concepts and provides problem solving or information sharing type learning. Highly interactive and may include up to 30 minutes of interactive activities.
- Extended Workshop – 90 minutes to three hours – extended workshop that allows participants to deeply apply concepts and materials in a highly interactive session that includes solution planning for his/her practices. 60-120 minutes of highly interactive activities.

Equipment Needs: Indicate equipment needs you will need to deliver your presentation.

- LCD/In-Focus Machine/Screen
- Overhead/Screen
- Will Provide Own Laptop
- Laptop
- Flipcharts/Markers
- Microphone
 - Hand-held
 - Lavalier
- Other: _____

Which Forum is Best Suited for Your Proposal?

- Annual Conference
 - Keynote Speaker
 - Breakout Session

- Program Director Summit

- Small Group or Toolbox Session
 - Principles of childhood development
 - Nutrition and health needs of children
 - Child Care/School Age program development
 - Safety & security procedures
 - Business record maintenance and management
 - Child abuse & maltreatment
 - Statutes and regulations pertaining to child care & school age
 - Technology
 - Performance & Development
 - Research
 - Workplace Diversity

Send in Your Proposal:

Supporting materials can be included with your proposal.

Send to:

akovacik@cdcccc.org

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