



**NORTH CAROLINA HEAD START ASSOCIATION
40th ANNUAL TRAINING CONFERENCE
March 10-12, 2010
CALL FOR PAPERS GENERAL GUIDELINES**



The North Carolina Head Start Association (NCHSA) invites you to submit a proposal for presentation at the NCHSA 40th Annual Training Conference to be held in Raleigh, NC, March 10-12, 2010. Call for papers applications can be accessed at <http://www.ntheadstart.org/training.aspx>. Conference committee members will select sessions that offer relevant, current training in the following categories:

ADMINISTRATION/MANAGEMENT	CHILD DEVELOPMENT
FAMILY AND COMMUNITY PARTNERSHIPS	DISABILITIES
HEALTH SERVICES (health, mental health, nutrition)	TRANSPORTATION
ADMINISTRATIVE SUPPORT SERVICES	PARENT /MALE INVOLVEMENT

Although business cards and other marketing materials may be distributed at the close of a session, **sessions must avoid selling a product.**

Please select category, sub-topic and suggested audience size on the application.

Conference workshops are 1 hour in length. Conference seminars are 3 hours in length. Please see the Call for Papers application for workshop time slots. When submitting your proposal(s):

- A) Include the attached "Call for Papers" application and a presentation description of 100 words or less that describes the major points, objectives, and format of your presentation. Do not submit multiple paper outlines of the workshop session.
- B) If the lead presenter has not presented at the NCHSA annual conference in the past two-years, please attach the lead presenter's resume or curriculum vitae and a list of other conferences where they have presented.

After your proposal has been approved, NCHSA cannot accept substitutions or workshop session title changes. ***Individuals submitting proposals that require the use of audio-visual equipment are advised that securing and paying the cost of equipment needs, including but not limited to laptops, LCD projectors, flip charts and duplication of handouts, is the responsibility of the presenter. NO audio/visual equipment or supplies will be provided by NCHSA. A limited number of workshop rooms will be equipped with a screen and electrical hook-up.***

Criteria for Selection: All proposals must be received by **October 16, 2009**. NCHSA Conference committee members will select proposals based on adherence to the guidelines, quality of the proposal, relevance, qualifications of presenter, overall contribution to the conference, training category needs and, if applicable, past presenter performance. Preference will be given to interactive presentations. NCHSA reserves the right to edit material for the conference program, including presentation titles and descriptions, as necessary.

Notification: Once your proposal has been reviewed, a letter of notification will be forwarded to the LEAD PRESENTER ONLY by **November 13, 2009**. NCHSA will provide a complementary registration for the LEAD PRESENTER and ONE CO-PRESENTER. Facilitators will be arranged for each workshop. **PLEASE NOTE: All presentations are VOLUNTARY. Travel, AV equipment, hotel and all other expenses incurred as a result of presenting at the NCHSA 40th Annual Training Conference are the responsibility of the presenter.**

NCHSA will include a "Presenters Index" in the Conference Program so that attendees will have brief background and contact information for all conference presenters. In addition, the "Presenters Index" will be posted on the NCHSA website (www.ntheadstart.org) for programs to reference when planning in-service and pre-service training events throughout the year. The NCHSA 40th Annual Training Conference is a wonderful opportunity for you to make contacts and network within the Head Start community in NC!

Please contact Michele Bare, 336-465-0975 or mbare@ntheadstart.org with any questions or concerns regarding proposals for the NCHSA 40th Annual Training Conference.