



**NORTH CAROLINA HEAD START ASSOCIATION
41st ANNUAL TRAINING CONFERENCE**

Head Start: The Total Package

March 9-11, 2011

CALL FOR PAPERS GENERAL GUIDELINES



The North Carolina Head Start Association (NCHSA) invites you to submit a proposal for presentation at the NCHSA 41st Annual Training Conference to be held in Raleigh, NC, March 9-11, 2011. Call for papers applications can be accessed online at:

<http://www.ncheadstart.org/training.aspx>

Conference committee members will select sessions that offer relevant, current training on the following topics:

ADMINISTRATION/MANAGEMENT
EARLY CHILDHOOD DEVELOPMENT
FAMILY/COMMUNITY PARTNERSHIPS for FAMILY ADVOCATES
HEALTH SERVICES: **health, mental health, nutrition, dental**
DISABILITIES SERVICES
ADMINISTRATIVE SUPPORT SERVICES
PARENT/MALE INVOLVEMENT for PARENTS
TRANSPORTATION

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

Please complete all selections on the two-page application form. Provide information in the text fields and check-box enabled boxes.

Conference workshops can be 1, 1.5 or 2 hours 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 "Call for Papers" application which includes your presentation description of 60 words or less that describes the major points, objectives and format of your presentation. *Do not submit multiple paper outlines of the 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, if applicable, 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 1, 2010**. 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 15, 2010**. 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 41st Annual Training Conference are the responsibility of the presenter.**

PRESENTERS INDEX

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.ncheadstart.org) for programs to reference when planning in-service and pre-service training events throughout the year. The NCHSA 41st Annual Training Conference is a wonderful opportunity for you to make contacts and network within the Head Start community in NC!

HOTEL INFORMATION

- *Conference Hotel -- Raleigh Marriott City Center:* The rate at the Marriott is \$139 plus taxes. **The deadline for room reservations is February 7, 2011.** To make your reservations call (919) 833-1120. Those staying at the Marriott may park for free using valet parking. Internet for NCHSA guests is complimentary.
- *Overflow Hotel -- Sheraton Raleigh Hotel:* The rate at the Sheraton is \$140 plus taxes. **The deadline for room reservations is February 8, 2011.** Those staying at the Sheraton may park in the Sheraton self-park garage for a reduced rate of \$8 per night. Internet for NCHSA guests is complimentary.

When making hotel reservations, remember to tell them you are attending the NORTH CAROLINA HEAD START ASSOCIATION conference to receive the group rate!

RALEIGH MARRIOTT INCOMING PACKAGE RECEIVING

The Raleigh Marriott City Center will not accept packages more than (three) 3 days prior to the start of the conference. The following charges may apply, for which the exhibitor will be responsible: letter package – no charge; small boxes - \$5.00; large boxes/trunks - \$25.00 each per day; Pallets (not to exceed 1,500 pounds) - \$75.00 each per day. Pallets larger than 1,500 pounds will not be accepted by the Hotel.

RALEIGH CONVENTION CENTER INCOMING PACKAGE RECEIVING

Packages may not arrive earlier than 48 hours prior to the start of the conference (10 am, Wednesday, March 9, 2011). Packages may be shipped directly to: **Raleigh Convention Center, NCHSA Conference, 500 S. Salisbury St., Raleigh, NC 27601.**

Please contact Michele Bare at mbare@ncheadstart.org with any questions or concerns regarding proposals for the NCHSA 41st Annual Training Conference.



Thank you for supporting **Head Start** in North Carolina!