

**OPEN CALL FOR PRESENTATION PROPOSALS**  
**Deadline: March 31, 2017**

**Content:**

As the premier resource for professional development and business best practices for California's school business leaders, CASBO strives to provide workshop content that is educational in nature and enhances our members' skills and knowledge in their respective disciplines. Therefore, we ask that proposed workshop content be unbiased, informational and non-sales-oriented. Workshops may not be used as captive-audience or sales presentations. Workshops are approximately 55-60 minutes in length. If your presentation is longer, let us know if you are proposing a Part I and Part II. Presenters are responsible for their own hand-outs. Attendance at each workshop can vary from 10-35.

**Workshop Title:**

**Workshop Description:** *Provide a precise workshop description for publication in the conference registration booklet and the conference program guide. Initially, proposal description can be general and conceptual in nature; any changes to final presentation descriptions are due by July 31, 2017.*

**Background:** *Provide a description of how your workshop content originated, why it's important, and problems or issues it might resolve.*

**Anticipated Results:** *Provide a synopsis of your workshop message, who your target audience is, and desired benefit to conference attendees.*

**Method of Approach:** Describe how you will present your workshop. Be sure to include any technology needs.

**Workshop length:**  One hour  Two hours (will be scheduled as Part I and Part II)

If a popular topic, would you be willing to repeat your presentation for more than one session?  Yes  No

Prefer morning or afternoon session:  Morning  Afternoon  Whenever needed

**Topic Strand or Target Audience:** Check any that apply.

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Accounting        | <input type="checkbox"/> Clerical Staff     | <input type="checkbox"/> Leadership         | <input type="checkbox"/> Purchasing      |
| <input type="checkbox"/> Career in General | <input type="checkbox"/> Facilities         | <input type="checkbox"/> Maint & Operations | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> CBOs              | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Motivational       | <input type="checkbox"/> Technology      |
| <input type="checkbox"/> Child Nutrition   | <input type="checkbox"/> Human Resources    | <input type="checkbox"/> Payroll            | <input type="checkbox"/> Transportation  |

**Speakers:**

You may propose that your workshop be conducted by a single presentation or a panel of up to 4. If more than one speaker, Presenter 1 will be the main contact and must ensure other speakers receive CASBO communications regarding the workshop proposal. If your workshop proposal is selected, your speaker(s) are responsible for their own travel, accommodation and meal expenses. Speakers may attend the event free of charge, which includes breakfast and lunch.

	<b>Presenter 1 (main contact):</b>	<b>Presenter 2:</b>
Name:		
Title:		
Agency:		
Email:		
Phone		
	<input type="checkbox"/> Presenting only <input type="checkbox"/> Attending full event	<input type="checkbox"/> Presenting only <input type="checkbox"/> Attending full event

	<b>Presenter 3:</b>	<b>Presenter 4:</b>
Name:		
Title:		
Agency:		
Email:		
Phone		
	<input type="checkbox"/> Presenting only <input type="checkbox"/> Attending full event	<input type="checkbox"/> Presenting only <input type="checkbox"/> Attending full event

**Other:** Please provide any other information that may be relevant to this Call for Presenters

Please send completed forms to **Jennifer Kiff – [jkiff@gwusd.org](mailto:jkiff@gwusd.org) or Gateway Unified School District, 4411 Mountain Lakes Blvd., Redding, CA 96003.** For questions phone Jennifer at (530) 245-7900. Applications for presentations will be reviewed and presenters will be contacted as soon as possible after the submittal deadline. Thank you for your proposal.