



March 29 – April 1, 2022 | Sacramento Convention Center

## ASSOCIATE MEMBER WORKSHOP PROPOSAL REQUIREMENTS AND INSTRUCTIONS

### PROPOSAL REQUIREMENTS:

#### **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. Initially, proposals can be general and conceptual in nature. As conference nears, workshop content can be developed further; and **final presentation materials are due by 5:00 p.m. on Friday, March 11, 2022.**

#### **Speakers:**

There is no limit on the number of speakers a workshop may have. You may propose that your workshop be conducted by a single presenter or a panel. However, in its conference materials, CASBO will publish no more than four (4) speaker names for a workshop.

#### **Conference Attendance:**

If your workshop proposal is selected, your speaker(s) are responsible for their own travel, accommodation and meal expenses. If your speaker(s) elect not to register for conference as attendee(s), CASBO will provide one-day pass(es) for them to attend conference on the day of your workshop.

#### **Deadline:**

**Proposals are due no later than 5:00 p.m. on Friday, September 17, 2021.**



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### **FORM 5a INSTRUCTIONS:**

**Submitted by/Submitter email:** Enter the proposal contact's name and e-mail address.

**Organization Name:** Enter the name of the proposal contact's company or organization.

**Workshop Title:** Enter the proposed workshop title.

**Handouts:** Click to indicate if you want handouts distributed electronically prior to conference.

**For Consideration by:** You may submit to more than one professional council. Indicate your first, second and third choices.

**Speaker(s)\*:** Enter speaker name and title, organization name, email and mailing addresses, and phone numbers. Speaker 1 is the primary speaker/panel chair. If you have more than four speakers, Speaker 1 must ensure that all additional speakers receive CASBO communications concerning your workshop proposal.

*\*If known at this time. We will send you a final speaker confirmation email no later than January 21, 2022. In order to meet conference publication deadlines, **you must be ready to confirm your final speaker(s) by the date requested in your confirmation email.***

**Description:** In 500 characters or less, provide a precise workshop description for publication in the conference Registration Booklet and Program Guide.

**Background:** In 500 characters or less, provide a description of how your workshop content originated, why it's important, and what problems or issues it might resolve.

**Method:** In 500 characters or less, provide a description of how you will present your workshop (e.g., panel format, includes a Q&A session, group discussion, etc.).

**Results:** In 500 characters or less, provide a synopsis of your workshop message, who your target audience is and the desired benefit to conference attendees.