



2012 SkillsUSA University

Request for Proposal to present at the
SkillsUSA National Leadership
and Skills Conference

June 25-27, 2012

Kansas City, Missouri

SkillsUSA University

Request For Proposal - 2012

Criteria

Selection Considerations:

A Program Review Committee will evaluate all proposals postmarked by February 24, 2012. Presentations that meet the following criteria will receive first consideration:

- Workshop content that attracts students and teachers
- Clarity of content (a specific outline of what will be covered)
- Evidence of involvement in SkillsUSA at the local, regional, state or national levels
- Written statement of intended learning outcome (behavioral or performance objective)
- Session evaluation method

Session Scheduling:

Sessions will be scheduled for Monday June 25, Tuesday June 26 and Wednesday 27, 2011. On Monday June 25 the first sessions will begin at 10:00 a.m. with additional presentations at 11:30 a.m., 1:00 p.m. and 2:30 p.m. On Tuesday, limited sessions will take place for instructors at Bartle Hall. On Friday, sessions will be held morning and afternoon at various times. Please note your preference for date and time on the application form.

Session Length:

The suggested length of sessions is 45 to 60 minutes. If you want additional time for your presentation, please let us know. If meeting space is available we will make an effort to accommodate your needs.

Presenters:

If more than one person is listed as a presenter for the session, we will assume that the person submitting the proposal will serve as the main contact person. Please do not list co-presenters unless you have a definite commitment that they will be able to appear on the program. Please provide contact information for all presenters on the enclosed Presentation Proposal Sheet.

Expenses:

All travel and hotel accommodations are the responsibility of the presenters. New this year, we are asking each presenter to be registered for the conference.

Presenters may register using one of the following methods:

- Register as an educator with your State association
- Register as a Techspo exhibitors
- Register as a National Technical Contest Committee
- None of the above a \$125 registration fee is required (see register site)

If you solicit co-presenters, please be sure they are aware they'll need to cover their own expenses and be registered for the conference.

Deadlines:

Proposals must be postmarked by February 24, 2012. Information will be sent to all presenters in late March/April 2012 to confirm your meeting room and to provide information for making hotel reservations.

Audiovisuals:

If your presentation requires audiovisuals supported by a laptop computer, LCD projector or other equipment, you will need to bring the equipment with you or rent it from our local supplier. SkillsUSA, as a non-profit organization, is not able to support the audiovisual needs for all of our presentations. Thanks for your understanding and help on this important matter!

Attendance:

The SkillsUSA University sessions are free to paid national conference registrants. Approximately 12,000 students and teachers attend the National Leadership and Skills Conference from our nation's public high schools and community colleges and technical schools. Our members are enrolled in training programs for technical, skilled and service occupations, including health occupations. Pre-registration for Skills University is not required—teachers and students simply “vote with their feet” and show up at the scheduled time. Presentations should be appropriate for both students and teachers and can be for a high school or college audience (or both). Attendance in 2010 was estimated at 2,000 people attending +70 sessions. The average attendance per session varies—ranging anywhere from 10 to 60 people (depending upon the topic and its appeal to the potential audience). Larger audiences are usually for specific topics geared to a particular group of SkillsUSA Championships contestants.

Promotion of your Session:

Promotion of your session will be included in all SkillsUSA publications, on the national SkillsUSA Web site, and in press releases and promotional mailings. Proposals should be as specific as possible as to the workshop title and a detailed description of the session. This will enable us to develop appropriate promotional materials about your session.

NOTE: If you are targeting contestants and their advisors, please make a request directly to the technical committee chairman that your seminar date and time be announced during the contestant meeting (we can provide contact information for the technical committee, if necessary).

Proposal Guidelines

Deadline: Postmark proposals by February 24, 2012

- 1) Proposal must be complete with all requested information.
 - SkillsUSA University Presenter Contact Information
 - Session Title (should tell exactly what session is about) (in 10 words or less)
 - Session Description (100 words maximum)
 - References from two individuals who have seen you present within the past two years
- 2) Presenters must be able to give a presentation on June 25, 26 or 27, 2012 in Kansas City, Missouri and travel to this location at their own expense. Presenters must make their own travel and hotel arrangements (hotels fill quickly so book early for a convenient location—we will send you information with hotel names, rates, and how to book a room online).
- 3) The registration fee of \$125 for the SkillsUSA conference will be waived for presenters who are Techspo exhibitors, or part of a National Technical Contest Committee.
- 4) Once your proposal is approved, you may be asked to submit a more detailed presentation outline if additional information is needed.
- 5) Presenters are encouraged to provide free resources and giveaways to instructors such as sample CDs, software trials, publications, pencils, pens, etc. Teachers and students never fail to respond to these offers and are more likely to attend if this is mentioned in your promotional copy.
- 6) Presenters are welcome to sell or make offer of books, related materials or services at the conclusion of their presentations, with prior approval of the SkillsUSA University faculty.

SkillsUSA University Presentation Proposal

Type or print clearly or attach a separate sheet if you prefer

Presenter's Name _____

(As you wish it to appear in print)

Title or Position _____

School/Business/Organization _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ FAX _____ E-Mail _____

Have you presented at Skills University before? Yes No

Additional Presenter's Name _____

Title or Position _____

School/Business/Organization _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ FAX _____ E-Mail _____

Have you presented at Skills University before? Yes No

Presenter Biography

If you did not present at SkillsUSA University in 2011, please provide a brief career summary in paragraph form or attached a separate sheet. This should briefly cover your current position and any other relevant career information:

Presentation Title and Description

In the space below or on a separate piece of paper, please provide a workshop title and description covering the main topic and objectives of your presentation. The title should be short and descriptive so the audience understands what the presentation is about. Describe your target audience if your presentation is geared to a specific industry. Be sure to state what the audience will learn. Mention any handouts, resources or giveaways that you plan to provide.

Title: (10 words or less)

Description: (100 words or less)

Presenter(s): (include name and short title)

Audience

Indicate appropriate audience(s) for your session. Circle all that apply:

High School Students

High School Educators

College/Postsecondary Students

College/Postsecondary Educators

Parents

General Audience

Career Area _____

Presentation Day

Circle the day you would like to present. Note: most SkillsUSA University sessions are held on Monday June 25

Monday June 25

Tuesday June 26

Wednesday 27

References

If you have NOT presented at SkillsUSA University before, please list two references. These should be colleagues or individuals who have seen you present within the past two years, and who could attest to your ability to speak in an informative and professional manner. References are not required if you were accepted for a presentation within the past two years.

Reference #1

Name and Title

Company

Address

Phone Number

Email Address

Reference #2

Name and Title

Company

Address

Phone Number

Email Address

Signature

I have provided all information requested and have reviewed your criteria carefully. I understand that if I am selected to present, I am responsible for paying all travel and convention expenses except the conference registration fee, which will be waived.

Signature

Date

Return RFP by February 24, 2012 by mail or email to:

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