

Beyond the Horizon
National Conference 2011 April 12 - 15, 2011
Scottsdale, Arizona

Request for Proposal

The National Association of Child Care Professionals (NACCP) is a professional organization established in 1984 committed to strengthening the skill level of leaders in the field of early child care and education. We believe that effective management is the critical link to **Superior Child Care**.

NACCP is seeking out the experts in the early care and education community to present workshops on a national level to child care owners, administrators and directors at **NACCP's 27th Annual National Conference, *Beyond the Horizon*, to be held April 11 – 15, 2011 at Talking Stick Resort, in Scottsdale Arizona.**

Presentations need to be 90 minutes in length.

Proposals are due to NACCP by **Friday, October 1, 2010**. Presenters will be notified if their proposal has been selected by **Friday, October 29, 2010**.

As a presenter at NACCP's 2011 National Conference, presenters will receive one free conference registration. A stipend of \$150 will be paid to all presenters. Presenters that submit a completed and approved CEU Application will receive an additional stipend of \$100. Travel and lodging arrangements will be the responsibility of the presenter.

If you have any questions, please feel free to contact Cory Whipple, Marketing Coordinator at 800-537-1118 x 205 or cory@naccp.org.

Conference Topics

The following topics will be featured at the conference. Additional topics will be considered.

- Training Staff
- Curriculum
- Legal Issues
- Multi-Site Management
- Building Enrollment
- Running a Business
- Budgeting
- Faith-Based Programs
- Training for Trainers
- Marketing
- Total Quality Management
- Staff Recruitment & Retention
- Grant Writing
- Center Design
- Accreditation
- Technology
- Multicultural Education
- Health & Safety in the Center
- Assessment
- Leadership

Important Information for Preparing Your Proposal

Room Set Up:

The training room will be set up for approximately 80-100 people. There will be a table up front for presenter needs.

Audio/Visual:

Each presenter will have access to a screen, flip chart or white board, and a microphone. These items will be provided to you by NACCP at **no charge**. NACCP respectfully requests that each presenter provide an LCD projector and/or laptop provide if one is needed during the presentation. Should you require additional audio/visual equipment, please make those arrangements at your expense with the contracted audio visual company for the Conference.

Handouts:

NACCP requests that each presenter provide a handout corresponding with the topic of discussion and sufficient copies for all attendees. Please include in your handouts a minimum of five resource websites related to your topic. The handouts should be **three hole punched** and **no more than four** pages in length.

NAC Standards/Accreditation:

NACCP sponsors the National Accreditation for Early Care and Education Programs (NAC). If accreditation standards are referenced during your presentation, please include NAC Standards in the reference. To obtain a list of NAC Standards, please visit www.naccp.org, click on Accreditation and select NAC Standards. If you have questions on particular standards, please contact Shelley Scheel, Director of Accreditation, at Shelley@naccp.org.

Selling During your Session:

NACCP prides itself on the high level of quality and professionalism that is upheld throughout the conference. Our goal for you during your presentation is to share the knowledge and wisdom that you have gained through your experience with others. **We ask that you refrain from promoting your products or services during your training.** If you would like to sell products or services during the conference, **exhibit booths** may be purchased and utilized for that purpose. Please help us maintain the high level of quality and professionalism that NACCP has worked so hard to achieve. NACCP will provide table space at the NACCP Conference store during the 2011 National Conference for presenters to display their books for purchase by conference attendees.

Continuing Education Units (CEUs):

NACCP will be awarding Continuing Education Units for all conference workshops and seminars. If your proposal is selected, you will receive a CEU packet to complete for this purpose. Please submit the completed worksheet, proper documentation and handouts. **CEU Packets will need to be returned on or before January 7, 2010.**

Biography:

If chosen as a presenter at NACCP's 27th Annual National Conference, you will be asked to provide a brief biographical sketch that will be included in the NACCP 2011 Conference Program.

In order for your presentation to be considered, you must return:

- The presenter information sheet (one for each topic)
- A résumé for each presenter
- A list and description of your other workshop topics
- Speaking references
- Brief biographical sketch
- Video Tape, CD, or DVD of a sample presentation if you have not presented for NACCP before.

Please return the above information to:
National Association of Child Care Professionals
Cory Whipple
7608 Hwy 71 West, Ste E
Austin, TX 78735
Fax: 512.301.5080
Email: cory@naccp.org

Please call 800-537-1118 x 205 or email cory@naccp.org with any questions.

Completed proposals must be received by Friday October 1, 2010.
Incomplete or late submissions will not be accepted.