

**NEW YORK CITY
ELEMENTARY SCHOOL PRINCIPALS' ASSOCIATION**

www.nycespa.nyc

THE 86TH NYCESPA CONVENTION
Saturday, February 9, 2019
The New York Marriott at the Brooklyn Bridge
333 Adams Street Brooklyn, NY 11201

APPLICATION TO BE A PRESENTER

Principals are invited to apply to be a Professional Practice Presenter. Do you have an area of expertise or professional practice that you would like to share with your colleagues? Apply to be a Professional Practice Presenter and share your knowledge in a 65 minute workshop at the 86th Annual NYCESPA Convention

Applications must be completed on this form, and sent via regular mail or email.

Submission Deadline Friday, October 5, 2018

Program Title _____

Description of Professional Practice

Audio Visual Needs N.B. All rooms will be set up theater-style, with a lectern, one head table, and speaker's rostrum. If you need a different seating arrangement, please note below.
For convenience, we will order audio-visual set-ups for you. However, costs associated with such an order are the responsibility of the speaker.

BIOGRAPHICAL DATA

Lead Presenter's Name _____ School _____

Lead Presenter's Email _____ [@schools.nyc.gov](mailto:____@schools.nyc.gov) (will be used for all correspondence)

School Name _____ Address _____

City _____ State _____ ZIP _____

Mobile Phone _____

NB: All correspondence related to the presentation will be sent to the presenter's email address. It is the lead presenter's responsibility to relay information to the other presenters.

Names of Other Presenters:

Return this form via email or regular mail by October 5, 2018 to:

Email: Pierre Lehmuller, Executive Director at Pierre@csa-nyc.org

Mail: Stacy Gomez, Administrative Assistant NYCESPA 40 Rector Street NY, NY 10006 – 1705

Please keep in mind that in addition to principals, your audience may include other supervisors, teachers, parents, and community leaders. Wherever feasible, we suggest that presentations be targeted to as wide an audience as possible.

PROGRAM SESSION DETAILS

Exhibitors are invited to submit a proposal for a 65 minute **Seminar**. These sessions are explanations of exemplary instructional/leadership practice. The Convention Committee will make the final determination of the suitability and value of the proposal. We look to avoid duplication in seminar objectives, so proposals similar in content will be weighed both on their applicability and timeliness of submission. All notices of acceptance of a proposal, room assignment host, etc., will be sent to the lead presenter only. It is that person's responsibility to contact other presenters with pertinent information. Acceptance of the offer to present must be made within 30 days of notification of your selection. The Principal Presenter will receive a complimentary admission to the Convention Luncheon. Confirmation will be emailed no later than December 7, 2018.

NB: NYCESPA WILL PROVIDE A BASIC AV SUPPORT PACKAGE CONSISTING OF A TABLE, ELECTRICITY, AND SCREEN. ALL OTHER AV EQUIPMENT INCLUDING LCD PROJECTORS, AUDIO PATCHES, ETC. MUST BE ORDERED AT THE PRESENTER'S EXPENSE FROM THE MARRIOTT AV CONTRACTOR. PRESENTERS MAY BRING THEIR OWN EQUIPMENT. INTERNET ACCESS IS NOT PROVIDED AND ALSO MUST BE PURCHASED AT THE PRESENTER'S EXPENSE.