

*The Conference for Administrators of
Independent and Religious Schools
November 16 & 17, 2009*

Call for Presenters

The Conference for Administrators of Independent and Religious Schools (CAIRS) conference planning committee is seeking presenters for its 2008 conference. We invite administrators, staff developers, teachers, and representatives from higher education to submit proposals to present. Please feel free to forward this notice on to your colleagues. Please complete the following form and submit to Carol Geddis, Executive Director CSAANYS, 525 4th Ave. Troy, NY 12182, or fax 518-273-1206, or email csaanys@nycap.rr.com. Proposals must be submitted by August 1, 2009 for consideration.

Name: _____

Educational Organization: _____

Position: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Preferred format: ___ Presentation ___ Panel Discussion ___ Roundtable

Title of Presentation:

Description –additional page may be attached (may also be used for the conference brochure):

Technology/Room Set-up Needs: **(the conference does not provide laptops)**

Please forward all handouts electronically 2 weeks prior to the conference so they can be posted on www.nyscirs.org on November 17th. You may direct workshop participants to the website for supplemental materials.

CAIRS 2009

Request for Presenter Proposals

The Conference for Administrators of Independent and Religious Schools (CAIRS) Planning Committee would like to invite you to submit a presentation proposal for our 2008 conference. The dates are November 16 & 17, 2009 at the Albany Marriott Hotel. If you have any questions about the Conference for Administrators of Independent and Religious Schools (CAIRS) or the presentation proposal form please call Carol Geddis, Executive Director CSAANYS at 518-273-1205. **Proposals should be mailed to:** Carol Geddis, CSAANYS 525 4th Ave, Troy, NY 12182 or fax 518-273-1206 or email to csaanys@nycap.rr.com. Proposals must be received by August 1, 2009. The CAIRS Steering Committee is responsible for reviewing all proposal submissions. Presentations can be one or two hours in length.

2009 Topic Ideas and Suggestions: (NOT an inclusive list)

Technology

21st century skills

Strategic Planning

Visual and performing arts programs

Cheating and Academic Integrity

School Boards

Helping the marginal teacher

Cultivating future administrators

Topics for new principals'

Finance/Budget

Development /Fundraising

Types of Presentations

Workshop

A workshop is a presentation (hands-on or lecture format) in which the presenter provides instruction in a specific application or technique. Workshops may demonstrate processes used in educational development programs, or may be used to address and elaborate on some theory or practice in education.

Panel Discussion

A panel session is an interactive discussion among three to five panelists and audience members. The panel must present an opportunity for the audience to hear well-reasoned arguments and discussions about pertinent topics as seen from a variety of viewpoints. Panels must allot at least 50% of the time for interaction and discussion with the audience. Please include contact information for all members of the panel.

Submitting your Proposal

Procedures and Guidelines

- Private/commercial organizations that market specific products and services will not be accepted.
- *Conference fee will be waived for all accepted presenters.*
- *Travel expenses and accommodations are not provided without prior approval.*
- Unless you indicate otherwise, we will fulfill noncommercial requests for your name and contact information from educators who wish to reach you.
- Persons presenting at CAIRS functions are expected to use material and language that do not discriminate on the basis of gender, race, color, ethnicity, religion, physical ability, or sexual orientation.

Proposal Preparation

- Be sure that your title clearly describes exactly what the session is about and is no more than 10 words.
- Describe specific presentation techniques that you will be using—such as interactive, lecture, or multimedia—so that participants will know what kind of session they will be attending.
- Indicate whether handouts will be available. Describe what you will be doing in the session and what the participants can expect to leave with.
- Limit your description to 75 words.