

# R7HSA GENERAL EVENT PRESENTATION GUIDELINES

R7HSA strives to produce professional development opportunities with content that advances Diversity, Equity, and Inclusion (DEI) throughout all training sessions.

R7HSA has established the following guidelines to assist individuals and teams who are considering submitting a session/training topic proposal for a Region VII Head Start Association (R7HSA) professional development (PD) event. Information on R7HSA PD events can be found on pages 3-4 of this document. *Note, this document is subject to change based on upcoming planned R7HSA events.*

R7HSA, a 501(c)(3) non-profit organization does not compensate presenters for time and effort and any expenses incurred in relationship to the submission and delivery of a session(s) at R7HSA PD events unless otherwise agreed upon based on a formal agreement\* put in place with R7HSA. R7HSA does however, provide maximum exposure through intentional marketing efforts putting presenters in front of Head Start/Early Head Start program leadership across the four-state region which includes Iowa, Kansas, Missouri, and Nebraska.

Lead Presenters of confirmed sessions that would like to attend the event in its entirety will receive waived registration for the respective event of submission. Waived registration fees do not include any activity and/or special events that include food and beverage. However, tickets for those additional activities, if planned, will be available for a fee onsite. Co-presenters who wish to attend beyond their session will receive a 50% discounted registration rate. Same restriction applies to food and beverage activities as previously stated for lead presenters.

The length of breakout sessions varies based on the PD event. 90- and 180-minute sessions are limited to no more than two presenters per session unless otherwise pre-arranged with R7HSA.

## *Submission Opportunities:*

- Annual Leadership Conference
- Annual Directors' Caucus
- Intensive Training Series
- Site Leader's 2.0 Training (under-development)

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## *Content:*

Workshop content and instruction should be focused on early childhood education within the scope of the Head Start program including all areas of program management. Session proposals should reflect the presenter's understanding of adult learning theory and andragogy, the practice of teaching adults, and demonstrate such knowledge within the context of a session proposal.

Session proposals should include an overall outcome of the session as well as goals and objectives stating what attendees will gain as a result of attending the session. Session content should include research and best practices that have the potential to broaden the attendee's depth and breadth of knowledge in a particular focus area.

## *Selection of Proposals:*

The R7HSA Professional Development (PD) Committee serves as the review panel for event submissions. Proposals will be reviewed and notification of acceptance/regret will be sent no less than thirty days prior to an event. Based on confirmation of the continued availability of the submitting presenter, R7HSA will use submission information in promoting the event. All communication is directed to the lead presenter of a submission.

R7HSA exercises the right to edit submission verbiage based on limitations in event programming. Edits may include downsizing a session title and description without changing the integrity of the content of the session as submitted.

## *Audio Visual Equipment:*

Screen/projector package; wireless microphone (*handheld or lavalier*) flip chart/easel package. R7HSA strives to produce "Green" events and requests that presenters upload training materials in the event link provided by R7HSA no less than five days prior to the actual start date of the event where the presentation will take place. Presenters who prefer to use printed presentation materials understand they are solely responsible for any and all cost associated with printing and preparing presentation materials. On-line submission of materials is still required.

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## *Additional Detail:*

Presenters must in good faith, submit presentation materials that do not violate any copyright infringement laws, and assume any legal responsibility if such laws are infringed upon.

Presentations are for educational purposes and should not be driven by product or service promotion. *Note: Exhibit space is offered at R7HSA events for showcasing educational and programmatic resources.*

To ensure the safety of all in attendance including presenters, R7HSA will follow all CDC, state, and county guidelines in place at the time of R7HSA face-to-face events.

## *Contracted Presenters:*

R7HSA uses a standard agreement that outlines the scope of services of all contracted services and fees associated with paid presentations.

## *Expense Reimbursement:*

Unless otherwise approved in writing by R7HSA, all expenses associated with presenting at a R7HSA event are the sole responsibility of the presenter(s)/trainer(s).

## **UPCOMING EVENTS:**

The **R7HSA Annual Leadership Conference** is designed to create an experience where attendees will be inspired to learn, network and exchange strategies that serve to have a positive impact on the local Head Start community as well as enhance the attendee's personal well-being, and continuous professional development. With the exception of times of a pandemic, 350 to 400 Head Start & Early Head Start program executive directors, program directors, senior level managers, center site managers, front-line staff, specialists, and community partners participate in this annual event. Workshop content and instruction should be focused on early childhood education within the Head Start model, while increasing participants' knowledge and capacity in a particular focus area. Presentations should be inspiring, interactive, creative, dynamic, and include best practices programs can use at the local level.

*In-person event. Average attendance: 350-400*

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The **Region VII Directors' Caucus** first launched in the early 1990s as a directors' retreat and time of renewal for program leadership. Over the course of the last 25+ years, the annual event has evolved into a high-level professional development opportunity designed to build the capacity of Head Start/Early Head Start leaders. The overarching goal of the Caucus is to use professional development as a resource that serves to improve and strengthen program operations in the delivery of quality services for children & families.

*In-person event. Average attendance: 175*

The **R7HSA Intensive Training Series** is designed to take the participant on a learning journey through a specific topic program leadership have identified as needing a more in-depth approach in the delivery of training content. R7HSA ITS sessions are led by subject area experts using a mixed approach in the delivery of training content through direct training and facilitation. Participants, also recognized as experts, bring their knowledge and direct experience from the field, and are actively engaged throughout the session, creating a more inclusive approach to training and a deeper dive into content, resulting in a stronger correlation of information as it applies to day-to-day Head Start operations. Participants will have the opportunity to create a *Back Home Implementation Plan* intended for leading grantees forward on a continuum of quality improvement.

*Virtual Event: R7HSA Zoom platform. Limited attendance: 30-45*

**Site Leader's Training 2.0** (under-development) is designed to build on the *2020 Office of Head Start (OHS) Site Leader's Training Initiative* which focused on the five exemplary practices of the Leadership Challenge: Model the Way; Inspire a Shared Vision; Challenge the Process; Enable Others to Act; and Encourage the Heart. Site Leader's Training 2.0 will move participants forward on a continuum of learning and capacity building in their role as a Site Leader as well as further their understanding of when to lead and when to manage. Site Leaders will gain an understanding of how they "Model the Way" for all staff, regardless of position, to embrace their role as a leader at the site level and beyond.

*In-person event. Anticipated attendance: 125*

### **Independent Consultants and Trainers**

Interested in joining the R7HSA Consultant Directory?

Contact [Donna@R7HSA.com](mailto:Donna@R7HSA.com)

### **Companies doing business with Head Start/Early Head Start**

Interested in joining the new R7HSA Reverse Vendor Directory?

Contact [Donna@R7HSA.com](mailto:Donna@R7HSA.com)