

Request for Proposal Workbook

INSPIRING INNOVATIVE LEADERS

R7HSA 2017 Leadership Conference

June 12 – 16, 2017

Marriott Hotel • Overland Park, KS

R7HSA is seeking dynamic, engaging, and knowledgeable presenters for the 2017 Region VII Leadership Conference held June 12 – 16, at the Marriott Hotel located at 10800 Metcalf Ave., Overland Park, KS 66210 (Just off 435 & Metcalf) • 913.451.8000.

The 2017 conference theme is: “INSPIRING INNOVATIVE LEADERS.”

Please use this guide to plan your submission. On-Line submission:

<http://survey.constantcontact.com/survey/a07edhu1106ivsm7c0x/start>

Region VII Head Start Association Request for Proposals (RFP) Submission

Note: R7HSA professional opportunities are planned in alignment with current Office of Head Start Priorities

Since 1965, Head Start, and beginning in 1994 Early Head Start have met federal and state requirements in the delivery of quality services to low-income children and families. With new changes in Head Start monitoring and the upcoming release the new Head Start Program Performance Standards, leadership development continues to be critical for program success. The annual Leadership Conference content is designed and developed in partnership with the Region VII Office of Head Start to support programs in the continuation of delivering quality services in an ever-shifting environment, meet programmatic challenges, and support program leadership on a professional development continuum.

AUDIENCE

The primary conference audience consists of Head Start/Early Head Start Program Leadership, including directors, senior level managers and center site managers. Educators and community partners will also be in attendance. Workshop content and instruction should be geared to a level that is appropriate for the target audience.

Your presentation’s objective is to enhance the participant’s knowledge and capacity in a particular area. The presentation should inspire and empower attendees and be based on relevant information that promotes and challenges attendees to use higher order thinking skills.



Region VII Head Start Association

Region VII Head Start Association
233 SW Greenwich Drive, Ste. # 105, Lee’s Summit, MO 64082
Phone: 816.550.6388 Email: MikeBaugher@R7HSA.com

CRITERIA

Proposals are solicited for a variety of workshop presentation formats. Presentations should be designed to be hands on, interactive, creative, dynamic, and feature best practices in Head Start. The presentation timeframe will include introductions, presentation material, question and answer session, and evaluation. Attendees should leave refreshed with specific knowledge and skills about various aspects of the presentation topic and how it relates to their work/profession. Presentations should provide attendees with educational value and should not promote a specific business, product, or service.

Presentation Opportunities: Note: Formats may include lecture format, panel presentation, roundtable discussions, interactive activities-hand's on, etc.

Pre-Track	June 12th &13th (am)	All day/partial day (see draft agenda for details)
Workshop Sessions	June 13th (pm) – 15th	1.5 hours (90 minutes) or 3 hour (180 minutes) (limited number available)
Post Track	June 15th – 16 th (am)	Post-Track begins at close of regular conference and continues as designed

Why Present:

The 2017 R7HSA Leadership Conference provides presenters an opportunity to gain valuable experience, recognition as a trainer and a forum to network with up to 500 participants from across the four-state region.

Considerations:

R7HSA is a not-for profit educational association, and does not award honorariums for workshop presenters unless otherwise contracted. Presenters are responsible for their own travel and workshop expenses.

Lead Presenters & Co-presenters receive waived registration for the day (only) of presentation. Full conference participation requires registration at a reduced presenter rate for the lead presenter only. Note: Participation at special conference events offering food and beverage require registration at the reduced rate regardless of date.



R7HSA events are **GREEN!** Note: Presentation materials for the annual conference will be available on flash drives at the time of the event. RFP applications should include an outline of the proposed session presentation. Presenters may deem handouts as appropriate, depending on the complexity of the topic. However, presenters are responsible for providing hard copies of workshop handouts.

Upon Acceptance: Presenters will be asked to meet all conference deadlines, sign a copyright release form, photo release form and the R7HSA Presenter Code of Ethical Conduct.



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Selection Criteria: The R7HSA Professional Development Committee serves as the review panel for all submissions and reserves the right to deny submissions

- Presentations must be relevant to the field
- Presentation descriptions should be in alignment with proposal submissions and titles should reflect the content of the session
- Support the professional growth of individuals in leadership positions
- Presentations must not promote a product, service, etc.

Submission Deadline: February 27th, 2017. Proposals will be evaluated and notification of proposal acceptance will be made by Mid-March. All submissions should be sent electronically to: MikeBaugher@r7hsa.com. Submissions are submitted online at: <http://survey.constantcontact.com/survey/a07edhu1106ivsm7c0x/start>

2017 Region VII Head Start Conference Submission Information

Use this form/attached survey when planning your submission:

Type of Presentation:

- | | |
|--|--|
| <input type="checkbox"/> Spotlight Program | <input type="checkbox"/> Panel Presentation: |
| <input type="checkbox"/> Conference Pre or Post Track | <input type="checkbox"/> Other, i.e., Listening Session: Please use backside of form to describe |
| <input type="checkbox"/> General Conference Workshop/Session | |

**Panel sessions are often planned to bring together two to four programs who have participated in OHS initiatives, special grant opportunities, or relevant subject matter. One to two facilitators is recommended per panel presentation to keep the flow and content moving as well as touch on important points regarding the topic being presented. These sessions are intended to engage the audience and provide thought for replicating and learning from the content presented. Panel sessions should be organized and presented in an effort to contribute to the overall effort to move professionalism forward across all levels of program leadership. Requirements: Provide electronic handouts, send listing of panel to R7HSA and meet all conference submission deadlines*

Workshop Delivery Method:

- Action/Loud Traditional Lecture Interactive-Table Activities

Title of Presentation: _____

Please indicate if you have presented this information to R7HSA before? Yes No

Language of Presentation: _____



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Lead Presenter (contact person - all correspondence pertaining to the conference will be addressed to this individual)

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

Please check here if under the Americans with Disabilities Act you require auxiliary aids or services.
(Attach information regarding special services required)

Co-Presenter (limit two co-presenters per session) (Panel Presentations may also submit)

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

Please check here if any presenter listed requires (ADA) auxiliary aids or services.

Use back side to add additional presenter information & special requests.

AV Equipment: All Breakout Session rooms will include Internet, a Screen and LCD Projector. Laptop computers will not be provided by R7HSA.

Topics for consideration:

- > Board Leadership and Governance
- > Building and Strengthening Partnerships
- > Change Management: Shifting Paradigms
- > Child, Staff, Family Wellness
- > Community Assessment
- > Community Engagement
- > Comprehensive School Readiness
- > Cultural and Linguistic Responsiveness
- > Data Management: Collect, Aggregate, Analyze, Plan
- > Duration: Increasing Dosage of Services
- > Early Head Start-Child Care Partnerships
- > Emergency Preparedness: Crisis Prevention
- > Facilities
- > Fiscal Uniform Guidance Requirements
- > Head Start Early Learning Outcomes Framework HSELOF



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- > Human Resources and Professional Development
- > Implementation Science
- > Leadership and Professional Development
- > Learning Organizations
- > Messaging: "Telling Your Story"
- > Organizational Development
- > Parent Engagement
- > Partnering with Families
- > Program Design and Management
- > Program Self-Assessment Process
- > Research & Evaluation
- > Slot Conversion
- > Succession Planning
- > Systems Management

Target Audience (select all that apply)

Head Start/Early Head Start Administrators
 Managers
 Coordinators
 Parent Leaders
 Community Partners
 Other

Skill Level of session: (select one)

Beginning
 Intermediate/Experienced
 Both

Availability: use column on right of chart (Reference Agenda for times and block information)

Activity	Date	Information	Indicate Availability
Pre-Track	June 12th & June 13th (am)	All day/partial day	
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Post Track:	June 15th – 16th (am)	Post-Track begins at close of regular conference and continues as designed	Indicate length of session:

Repeat Session: (please indicate if you are available to repeat this session presentation)

No
 Yes: If yes, enter availability date and time for repeat session:



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Abstract of Presentation/suggested description for the Conference Brochure and marketing materials.

Description/Abstract of your presentation (4-6 sentences). Be specific regarding how the session will be structured and what resources/materials will be used. (If more space is needed, please use the reverse side of this form) (R7HSA reserves the right to wordsmith descriptions as applicable)

Please list 2-3 Measureable Outcomes planned for this session and anticipated participant gain:

Additional Information:

Please list Educational Background of each presenter:

Please list Published Work if applicable:

Please submit a brief **presenter biographical profile** for each presenter listed with your submission. A photo “head shot” will be requested upon acceptance of proposal. Note: R7HSA reserves the right to use any part of the materials provided in marketing promotion of the event as well as conference materials.

Please check and initial below confirming understanding of terms of submission to R7HSA by each presenter listed.

_____ I agree to the terms and conditions of Region VII Head Start Association in the use of materials, bio, pictures, etc. submitted for the 2015 R7HSA Annual Leadership Conference. Note: Accepted presenters will be issued the R7HSA Presenter Code of Ethical & Professional Conduct.

Signature of Person(s) Submitting Proposal

Title

Date: _____

For additional information, please contact: **Region VII Head Start Association**
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Sponsorship Opportunities also available upon request



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