



Request for Proposals – MESPA Institute

The Minnesota Elementary School Principals' Association (MESPA) seeks proposals for 1-hour breakout sessions to be held at our annual conference, MESPA Institute. We are seeking engaging presenters with practical approaches for MN elementary and middle-level principals that are tied to concrete application and results. **Active school administrators are strongly encouraged to apply.**

MESPA Institute 2019: February 6-8 at the DoubleTree by Hilton Hotel, Bloomington, MN

We are seeking proposals for concurrent 60-minute breakout sessions to be offered on Wednesday, February 6 and Thursday, February 7, 2019. Proposals should be specifically aimed at school principals and fit into at least one of the strands below:

- Educational Equity
- Leadership Development
- Mental Health and Student Behavior
- Technology and Innovation
- Principal Essentials (e.g. literacy, math, EL, special education, self-care, school culture, etc.)

Interested? Please send a Word or PDF document to rachel@mespa.net. Proposals must include the following information:

1. **Presenter contact information:** name, address, phone, e-mail, organization (if applicable)
2. **Are you a MESPA member?**
3. **Session title** (bonus points for catchy titles!)
4. **Corresponding strand** (see above list)
5. **Session type/style:** lecture, group discussion, panel, combination, etc.
6. **A MESPA Recommendation:** share the name of a MESPA member who has seen you present and/or knows your work (if applicable)
7. **Session overview with learning outcomes:** please limit to 250 words
8. **Session description:** description as it would appear in our session app; please make this catchy and engaging, maximum 100 words
9. **Presenter bio:** your brief bio will be used for your session's introduction and inclusion on our app
10. **Requested room layout:** Classroom, banquet, and theater layouts are possible. Please rank your preferences 1-3.
11. **Requested AV needs:** Upon request, MESPA will provide a screen, wi-fi, microphone, flipchart/markers. **Please note: Presenters MUST provide their own laptop computer, LCD projector and audio speakers (if needed). By submitting a proposal, you agree to provide these materials.**

Proposals are due to the MESPA office by Sep. 12, 2018. All proposals will be reviewed by the MESPA Educational Advisory Committee and evaluated for relevance, quality, potential to fulfill current topical interest, and balance across all session offerings. Submissions will receive an update from MESPA by October 25, 2018.

Questions? Please contact Rachel Dillon, MESPA Program Manager: rachel@mespa.net or 651.999.7315.

MESPA: Improve. Unite. Encourage. Advocate.

