



Mississippi Early Childhood Alliance Conference 2020 Call for Proposals

Thank you for your interest in submitting a proposal for MECA 2020. The 10th Annual MECA Conference is seeking creative and innovative proposals filled with best practices, fresh ideas, and leading-edge strategies from the field. This year's conference theme is ***Diamonds in the Rough: Cultivating Tomorrow's Gems.***

IMPORTANT DATES:

December 23, 2019	Due Date for All Conference Proposals (email submission by 11:59 p.m. CT) Late proposals will NOT be considered.
Early January 2020	Notification of Acceptance (notice via e-mail to Lead Presenter only)
January 15, 2020	Due Date for Presentation Confirmation by Lead Presenter
February 7, 2020	Due Date for Presenter Registration (Lead and ALL co-presenters must register for conference)

GENERAL INSTRUCTIONS FOR SUBMISSION:

A peer-review process is used to select conference presentations. Please clearly identify the conference strand that will be presented. Conference strands include: (1) Thriving Children, (2) Equitable Communities, (3) Working Families, and (4) Literacy.

Proposals must be submitted online to meca@jsums.edu by December 23, 2019.

Communication

- E-mail addresses used in proposal submissions must be valid through the end of the conference in February. Please be sure that MECA's email address is added as a contact to avoid the risk of not receiving information regarding the status of proposals.
- After submitting a proposal, you will receive a **confirmation notification** with the following message: "Thank you, your proposal has been received. Changes to the title or proposal are not permitted."
- Proposal submitters will receive notification of their acceptance status via email. Accepted presenters will be required to complete and sign a **presenter agreement** describing the details of their session before being confirmed as a MECA 2020 session.

Presenters and Proposals

- Individuals may only be listed as presenters if they will be physically present at the conference and presenting their material.

- Individuals may only appear as the lead presenter on one session for each presentation type (breakout presentation vs poster presentation). However, a lead presenter may appear as a co-presenter on other proposals.
- Proposals may only be submitted once.
- Proposals should describe how participants will be actively engaged in hands-on, interactive academic & social readiness activities for infants, toddlers, preschoolers, K-1 students, and their families. Additionally, submissions should detail how the intensive workshop will emphasize in-depth practical skill-building opportunities for school readiness, accelerate student achievement, and support the families of young children to do the same.

The MECA Conference is seeking working sessions that:

- Relate to the MECA Conference theme and strands;
- Last 50 minutes in its entirety. Leave time for participant questions and any required audiovisual setup;
- Have clear & stated learning outcomes; our goal is for participants to learn at least three concepts during your session;
- Use a balanced approach to lecture and hands-on, interactive activities with opportunities for reflection;
- Provide participants with strategies and activities that participants can take to their centers to examine;
- Include a range of examples along with the presenter's authentic experience or body of work.

QUESTIONS:

MECA committee members are available to answer your questions and assist you throughout the proposal submission process. Please contact us at meca@jsums.edu if you have any questions about submitting your proposal, the submission process, or if you would like to know more about how the MECA proposals are reviewed.

If you would like to be a presenter at the MECA Conference, please submit the attached proposal form by the December 23, 2019 deadline.

APPLICATION FOR MECA CONFERENCE WORKSHOP/PRESENTATION

Presenter			
Professional Title			
School/Center/Program			
Address, City, State, Zip			
Phone Number			
Fax Number			
Email Address			
Please indicate the grade level(s) your presentation will target by placing an X in the appropriate space.			
<input type="radio"/> Infant	<input type="radio"/> Toddler	<input type="radio"/> Preschool	<input type="radio"/> Kindergarten-1st grade
Please indicate the category of your presentation by placing an X in the appropriate space(s).			
<input type="radio"/> Thriving Children			
<input type="radio"/> Equitable Communities			
<input type="radio"/> Working Families			
<input type="radio"/> Literacy			
Name of Presenter and Co-Presenter*:			
1. _____			
2. _____			
Please Note: <i>*Upon approval of proposal, all co-presenters are required to pay the registration fee.</i>			
Biographical Sketch of Presenter: <i>(Please limit to 25 words for each presenter for appearance in program)</i>			
Biographical Sketch of Co-Presenter:			

Title of Presentation *(Please limit to 10 words for appearance in program)*

Brief Description of Presentation *(Please limit to 50 words for appearance in program)*

Objectives: *(You intend to...)*

Learning Outcomes: *(I want the participants to come away having learned these 3 things...")*

Please list audio-visual equipment and room set-up requests:

Please Note: *Presenter is responsible for bring personal laptop. The MECA Conference will provide a screen, LCD Projector, one adhesive flip chart pad, power strip, and markers at no cost. Unless otherwise requested, all rooms will be arranged in theater style. Classroom-style seating is limited to 75 participants per session.*