



**NORTH CAROLINA HEAD START ASSOCIATION  
49th ANNUAL TRAINING CONFERENCE  
March 14-17, 2017  
CALL FOR PAPERS GENERAL GUIDELINES**



The North Carolina Head Start Association (NCHSA) invites you to submit a proposal for presentation at the NCHSA 49th Annual Training Conference to be held in Raleigh, NC, March 14-16, 2018. Call for papers applications can be accessed online at: <http://www.headstartnc.org>. Conference committee members will select sessions that offer relevant, current training on the following topics:

ADMINISTRATION/MANAGEMENT  
EARLY CHILDHOOD DEVELOPMENT  
FAMILY/COMMUNITY PARTNERSHIPS for FAMILY ADVOCATES  
HEALTH SERVICES: **health, mental health, nutrition, dental**  
DISABILITIES SERVICES  
ADMINISTRATIVE SUPPORT SERVICES  
PARENT/MALE INVOLVEMENT for PARENTS  
TRANSPORTATION

Although business cards and other marketing materials may be distributed at the close of a session, **sessions must avoid selling a product.**

Please complete all selections on the two-page application form. Provide information in the text fields and check-box enabled boxes.

Conference workshops are 1.5 hours in length. Longer sessions will have to be submitted as Part 2. Please see the Call for Papers application for workshop time slots. When submitting your proposal(s):

- A) Include the "Call for Papers" application which includes your presentation description of **60 words or less** that describes the major points, objectives and format of your presentation. *Do not submit multiple paper outlines of the session.*
- B) If the lead presenter has not presented at the NCHSA annual conference in the past two-years, please attach the lead presenter's resume or curriculum vitae and, if applicable, a list of other conferences where they have presented.

After your proposal has been approved, NCHSA cannot accept substitutions or workshop session title changes. **Individuals submitting proposals that require the use of audio-visual equipment are advised that securing and paying the cost of equipment needs, including but not limited to laptops, LCD projectors, flip charts and duplication of handouts, is the responsibility of the PRESENTER. NO audio/visual equipment or supplies will be provided by NCHSA. A limited number of workshop rooms will be equipped with a screen and electrical hook-up.**

#### **CRITERIA FOR SELECTION**

All proposals must be received by **Monday, October 13 2017 (first round)** NCHSA Conference committee members will select proposals based on adherence to the guidelines, quality of the proposal, relevance, qualifications of presenter, overall contribution to the conference, training category needs and, if applicable, past presenter performance. Preference will be given to interactive presentations. NCHSA reserves the right to edit material for the conference program, including presentation titles and descriptions, as necessary. (This is the first deadline to help us know what other types of trainings we need to secure)

## NOTIFICATION

Once your proposal has been reviewed, a letter of notification will be forwarded to the LEAD PRESENTER ONLY by **December 31, 2017**. NCHSA will provide a complimentary registration for the LEAD PRESENTER and ONE CO-PRESENTER. Facilitators will be arranged for each workshop. **PLEASE NOTE: All presentations are VOLUNTARY. Travel, AV equipment, hotel and all other expenses incurred as a result of presenting at the NCHSA 47th Annual Training Conference are the responsibility of the presenter.**

## PRESENTERS INDEX

NCHSA will include a "Presenters Index" in the Conference Program so that attendees will have brief background and contact information for all conference presenters.

## HOTEL INFORMATION

- *Conference Hotel* -- **Raleigh Marriott City Center and the overflow is The Sheraton. The link for the hotel will be sent to you at a later date once the proposals are accepted.**

When making hotel reservations, remember to tell them you are attending the NORTH CAROLINA HEAD START ASSOCIATION conference to receive the group rate!

## RALEIGH MARRIOTT INCOMING PACKAGE RECEIVING

The Raleigh Marriott City Center will not accept packages more than (three) 3 days prior to the start of the conference. The following charges may apply, for which the exhibitor will be responsible: letter package – no charge; small boxes - \$5.00; large boxes/trunks - \$25.00 each per day; Pallets (not to exceed 1,500 pounds) - \$75.00 each per day. Pallets larger than 1,500 pounds will not be accepted by the Hotel.

## RALEIGH CONVENTION CENTER INCOMING PACKAGE RECEIVING

Packages may not arrive earlier than 48 hours prior to the start of the conference (10 am, Sunday, March 14, 2016). Packages may be shipped directly to: **Raleigh Convention Center, NCHSA Conference, 500 S. Salisbury St., Raleigh, NC 27601.**

Please contact Christy Jones at [christy@newframellc.com](mailto:christy@newframellc.com) or (336) 905-0428 with any questions or concerns regarding proposals for the NCHSA 47th Annual Training Conference.



**Thank you for supporting Head Start in North Carolina!**