

For Committee Use Only

Repeat Session _____
Double Session _____

Time _____
Room _____
Capacity _____
AV _____

MIAEYC INFANT TODDLER CONFERENCE

September 16, 2010 – DoubleTree Hotel Dearborn

Presentations should address issues of interest to providers of services in programs for children from birth to age 3 including, but not limited to, Early Head Start, Early On®, Even Start, First Families, Family Child Care, and Child Care Centers.

PRESENTER and PRESENTATION PROPOSAL FORM

PRIMARY PRESENTER INFORMATION

Name:

Professional Title/Position:

Agency:

Work Telephone:

Fax:

Home Telephone:

Email Address:

Mailing address:

Street:

City:

State:

Zip:

Area(s) of expertise:

CO-PRESENTER INFORMATION

Name:

Professional Title/Position:

Agency:

Work Telephone:

Fax:

Home Telephone:

Email Address:

Mailing address:

Street:

City:

State:

Zip:

Area(s) of expertise:

PLEASE COMPLETE BOTH PAGES AND RETURN BY JUNE 24, 2010

PRESENTATION INFORMATION

Session title:

Session abstract: (35-50 words):

Session objectives:

Please indicate the content level(s), which best describe your workshop:

Beginner Practiced Seasoned All

Please indicate your workshop length and time preferences. Every attempt will be made to assign workshop times as requested.

1.5 hour session (Indicate 1st, 2nd and 3rd choice)

10:15 – 11:45 a.m.

12:45 – 2:15 p.m.

2:30 – 4:00 p.m.

3 hour session

(12:45–4:00 p.m.,
with a 15-minute break)

Are you willing to repeat your workshop? Yes No

Audio Visual/Presentation Equipment

Please consider your needs carefully and request only what is essential for an effective presentation.

Microphone(s) are provided where warranted.

AV cart and screen (for use with your laptop and LCD projector)

Overhead projector (for transparencies), AV cart and screen

of tables for display/materials

CD/DVD/Record/Tape/VCR players/monitors, computer equipment, LCD and slide projectors, and televisions are not provided. Presenters requiring this equipment must supply their own.

Please note:

- Only one presenter per proposal will receive complimentary registration. Additional presenters must register and pay the conference fee.
- Requesting a limit on enrollment to your workshop may eliminate your proposal.
- Rooms will routinely be set theater/auditorium style (chairs only).
- Housing, meals, mileage, handout duplication and audiovisual costs (for audiovisual equipment not provided by the conference) are the responsibility of the presenter(s).
- Correspondence will only be sent to the primary presenter.

Information Release

MiAEYC frequently receives requests from programs, schools and affiliates for presenter's contact information.

Usually the request is to facilitate contacting the presenter about presentation possibilities. Your contact information will be provided, upon request, unless you indicate otherwise. MiAEYC will not release this information to vendors or advertisers. **Do not release my contact information.**

**PLEASE SUBMIT ONLINE AT WWW.MIAEYC.ORG
OR COMPLETE BOTH PAGES AND RETURN BY JUNE 24, 2010 TO:**

MiAEYC Infant Toddler Conference
Att: Laurie Nickson
4572 S. Hagadorn Road, Suite 1-D
East Lansing, MI 48823

Fax 517-336-9790
Phone 517-336-9700, x305
Email lnickson@miaeyc.org