



2010 – 2011

Seminar Proposal

ACSI Northwest Region
10818 NE Coxley Drive, Suite J
Vancouver, WA 98662-6163

Phone: 360.256.5860

Fax: 360.256.7357

Email: acsinw@acsi.org

INSTRUCTIONS FOR SUBMITTING THIS PROPOSAL

Planning a convention is no small task. Since we cannot even begin to select, confirm and schedule seminars until all the invited seminar leaders have responded, we encourage you to please return this material immediately. Your cooperation will be most appreciated.

Each year we are asked to present more “how-to” and specific academic subject seminars. Therefore, “how-to” seminars for specific subjects will be confirmed first. A second round of selections will be made for general topics. Approximately eight to six months before the convention, a final round of seminar selections will be made.

1. We invite you to submit as many seminars for our consideration as you wish. You may duplicate this form as necessary. Use one form per seminar. You will receive notification from ACSI of acceptance of your seminar proposal with a request for confirmation from you so we know communication is complete.
2. Seminars are 60 minutes in length. Because of scheduling difficulties, we accept very few seminars which are longer in length or are designated as “Part 1” and “Part 2”. It is better to submit two seminars that may be in sequence, but will also give the convention delegates the option to choose one or the other.
3. If a team-led seminar is approved, all correspondence will be with the lead presenter only. Please circle the appropriate name on this form to indicate the lead presenter. The lead individual should be prepared to give the seminar alone, if necessary, and will assume all responsibility for the seminar. Only one honorarium will be paid (to the lead). Each team member must submit a fully completed and signed consent form.
4. **A seminar confirmation letter and response card will be sent to presenters selected for the convention. By accepting confirmation of your seminar(s), you are making a professional commitment. Please inform ACSI immediately if your employment status changes, or if you must cancel your seminar.**

Please make copies of these forms to retain for your records.

SEMINAR TITLE

Endeavor to use an attention-getter for your title. The title should give a strong clue as to what you will be presenting. The title should be able to fit on one line; avoid the use of “in the Christian school” which is understood.

SEMINAR DESCRIPTION

Your description will be printed in the convention program. Space limitation requires your description to be no longer than three or four lines (50 words). The description should accurately describe your seminar and be written in complete sentences. A common complaint from delegate evaluations is that titles and/or descriptions were unclear or misleading. **ACSI reserves the right to edit seminar titles and descriptions.**

SEMINAR LEVEL

Please select at least one level which is appropriate for your seminar. ACSI discourages “all-level” seminars (K-12), since in most cases it is difficult to present material which would be applicable to kindergarten and twelfth grade teachers alike. While the principles you present may apply to all levels, please do not check all the levels unless you are actually dealing with both elementary and secondary grades. ACSI reserves the right to make the final decision for coding your seminar(s) for the convention program.

PLEASE SUBMIT BOTH PAGES OF YOUR SEMINAR PROPOSAL.

Incomplete proposal forms may delay consideration.

Questions? Feel free to call us at (360) 256-5860

Send to:

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Name: (Title, First, Last) _____

Home Address: _____

City: _____ State: _____ Zip: _____ Home Phone (____) _____ Fax: (____) _____

Email Address (print clearly): _____

School / Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone (____) _____ Fax: (____) _____

Highest Degree: _____

Years Experience in Classroom / Administration: _____

Please indicate with a check mark your acknowledgment of the following items, and sign below:

_____ I have discussed my seminar proposals and my involvement with the convention with the administrator of my school or the person of authority in my organization. Consent has been given to my being a seminar leader. We have read and understand the financial policies concerning seminar presenters.

_____ I am submitting the enclosed seminar proposal(s) for your consideration. I understand that I will be notified by letter if my seminar(s) is(are) accepted.

_____ I understand that by agreeing to be a seminar leader, I am also consenting to having my session(s) recorded by ACSI (or an approved recording company) and cassette copies sold to delegates, should ACSI make them available. I waive all rights to royalties and reimbursements from these sales, should they occur.

_____ I realize that ACSI cannot make a final commitment to accept my seminar(s) until most of the seminar leaders respond to the invitations. I also understand that when my seminar(s) is(are) selected, a confirmation letter will be sent along with instructions which will help me in preparing my seminar. I will notify ACSI immediately if any of my contact information changes.

_____ I give ACSI permission to use a picture of myself for possible inclusion on the ACSI website or in written publications when requested. I agree to hold ACSI harmless against any liability, loss, or damage resulting from such use and I discharge any claims whatsoever in connection with such use of my likeness.

ACSI Seminar Leader Policies

- 1) Unless the ACSI Regional Director has approved other arrangements in advance, seminar leaders are responsible for their own travel, housing, meals, handouts, and registration as a delegate.
- 2) ACSI reserves the right to record selected workshops for sale to attendees. Should ACSI provide recordings, a copy will be available to the workshop leader after the conference (upon request).
- 3) Sale of merchandise is restricted to exhibit booths ONLY. Nothing may be sold in a seminar/workshop.
- 4) Presenters are responsible to provide for their own audio-visual needs.

Your Signature: _____

Date: _____

Name: _____

Seminar Title: _____

Paragraph Description (50 words or less – *This description will be used in the convention program*)

Please write a short statement that describes how your seminar **INCLUDES** biblical integration and **MODELS** biblical integration.

Please check the event(s) for which you are submitting this/these seminar(s):

- ACSI Anchorage Convention, Anchorage, Alaska – September 16-17, 2010
- ACSI Portland Convention, Portland, Oregon – October 7-8, 2010
- ACSI Seaside Administrator/Board Conference, Seaside, OR – April 25-26, 2011

Note: Presenters must provide their own travel, lodging, and meals unless prior arrangements have been confirmed through the ACSI NW Regional Office. ACSI will provide an honorarium for those who are non-commercial presenters.

Your seminar is suitable for:

- Preschool – Grade 6
- Grade 7-12
- Either / General
- Administrative / Board / Office

NOTE: All meeting rooms are equipped with an electrical cart, podium, microphone, and screen. All other onsite AV needs must be pre-paid and ordered through the venue's AV provider. To assist us with room placement, please circle the AV equipment that you will be bringing or ordering and using in your presentation(s).

<input type="checkbox"/> OH Projector (Presenter provides)	<input type="checkbox"/> LCD Projector/Computer (Presenter provides)	<input type="checkbox"/> Slide Projector (Presenter provides)	<input type="checkbox"/> Video & Monitor (Presenter provides)	_____ Other (Presenter provides)
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Room setup (please circle your preference): Theater style Classroom style (tables)

Though every effort will be made to accommodate your preference, we do not guarantee that you will receive your preferred room setup. Please be prepared to adapt, if necessary. Thank you.

Do you use your seminar as a contact for sale of products or services? ___ Yes ___ No

Do you intend to purchase an exhibit booth at this event? ___ Yes ___ No

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