

# AEP National Forum

## Charting a Course for the Arts and 21<sup>st</sup> Century Learning

### Lesley University, Cambridge, MA, October 2-3, 2009

#### Small Group Session Guidelines and Proposal

**Important Notice: Proposals for small group sessions are due to AEP by Friday, May 29, 2009.**

Thank you for your interest in organizing a small group session at the Arts Education Partnership (AEP) Fall 2009 National Forum, *Charting a Course for the Arts and 21st Century Learning*, on October 2-3 in Cambridge, MA. For this forum, we are looking especially at the ways the principles of 21<sup>st</sup> century learning, particularly imagination, creativity and innovation, are incorporated, articulated and supported throughout the education system from pre-K to higher education. One of the highlights of the Forums has always been the small group discussion sessions and the opportunity they provide for deeper, more specific, and engaged conversation about issues in the field. Due to increased interest from Partnership members and other Forum attendees in organizing small group sessions, AEP is introducing a Request for Proposal (RFP) process and proposal guidelines. Using this form for submitting your proposal will help you to develop a proposal that is more likely to be accepted.

#### Guidelines

##### General Guidelines for Proposal Submission

- Reflect on how the topic will align with the theme of the overall Forum and advance the goals of shared learning.
- Plan your session well in advance of the Forum. Contact other presenters early and ensure their availability and willingness to participate. **Be certain they are informed of and understand AEP policies on registration and travel (see below).**
- Use the Proposal Form, below. Ensure that you have completed it fully and accurately before submission. **Incomplete proposals will not be accepted.** If you have questions, contact Laura Smyth at [lauras@ccsso.org](mailto:lauras@ccsso.org).

#### Topics

Topics should be relevant to the theme of the Forum and to the fields of arts education, creativity, and 21<sup>st</sup> century learning. They should be sufficiently focused and specific that they can be adequately treated in the time available (90 minutes per session).

## **Formats**

The AEP is open to innovative formats. In the past, hands-on sessions that involve interactivity have been more successful than relatively linear presentations of information. A panel with several presenters can provide varied points of view and thus incite interest and dialogue. Be sure to reserve enough time for questions and answers.

## **Proposal Evaluation and Selection**

A panel of AEP staff and AEP Steering and Governance Committee members will evaluate and select the proposals for small group sessions to be included in the final Forum program. Proposals will be evaluated based on their appropriateness in terms of content and relevance to the overall theme of the Forum. Preference will be given to sessions that incorporate an innovative format and/or include the active engagement of session attendees. Session organizers will be notified via email of the final selection by Friday, June 26, 2009.

## **Materials and Handouts**

The AEP cannot be responsible for producing materials, printing, or making copies of handouts or materials for the small group sessions. Please plan to bring your materials with you. The AEP staff will try to have information on local copying services, should the need arise.

## **Registration and Fees**

The Forum registration fee of \$195 represents an extraordinary value in terms of the quality of sessions and presenters, facilities, meals, receptions, and networking opportunities. All attendees at the Forum, including presenters in the small group sessions, are required to register and pay this fee.

## **Audio-Visual/Media/Technology**

Because the small group sessions will take place at Lesley University, we cannot guarantee the availability of computers, projectors, live internet connections, or other technology. We therefore encourage you to use a “low-tech” (e.g., handouts) or “no-tech” approach for your session. If you absolutely must use such technology, please plan to bring your own equipment. AEP will **not** have A/V technical support available for the small-group sessions.

## Proposal Form

Session Title: \_\_\_\_\_

Each small group session will be presented twice. Please be prepared to be available both days of the Forum.

### **Information on Presenters**

Session Organizer(s):

Name	Title/Affiliation	Email and Contact Information

Additional Presenters:

Name	Title/Affiliation	Email and Contact Information

Description of Session and its Significance (300-500 words):

Description of Session for publications, website (150 words or fewer):

Special Needs (e.g., tables, wall space, easel pads):