

51<sup>ST</sup> ANNUAL

# N4C CONFERENCE AND PROFESSIONAL INSTITUTE



## Request for Proposals Application



## REQUEST FOR PROPOSALS

### About N4C

The National Coalition of Campus Children's Centers is a non-profit educational membership organization supporting excellence in programs for young children in communities of higher learning by providing opportunities for leadership, professional development, research, networking, and advocacy.

### About the Conference

N4C's Annual Conference & Professional Institute is a premier conference attracting attendees from colleges and universities—directors, faculty, and teachers—interested in sharing innovative practices, cutting-edge research and effective strategies in the care and early education of young children. The conference includes relevant workshops and networking opportunities which will enable attendees to expand and enhance their knowledge of early childhood.

### Request for Proposals

As we **Return** to an in-person N4C gathering in 2023, we choose to **Reflect** on the practices and skills we have honed while apart, celebrate the opportunity to **Reconnect** with colleagues and programs that inspire and challenge us, and commit to **Refine** our focus as professionals supporting and utilizing campus children's centers for the benefit of the children, families, students, and the field we serve. N4C invites presenters to submit proposals surrounding key topics to support us as we **Reflect**, **Reconnect**, and **Refine**. Proposals should be based on experience, research, and theory, and applicable to campus children's programs.



Engage • Network • Advocate

### Faculty Collaboration & University Connection

- Using campus children's centers in support of research – sharing best practices and lessons learned with examples of successes
- Supporting practicum students or student teachers – with faculty and center staff perspectives on supporting interaction, engagement, and reflection for future professionals

### Reflective Leadership

- Guiding teams through crafting a shared vision – championing big ideas and accommodating big emotions, with lessons gleaned from a recent vision journey
- Practical steps for ambitious but attainable goal setting for program that empower and influence the direction of our work
- Investing in the growth of our team members through mentoring – encouraging advancement and building sustainability

### Program and Administration

- Foundations of funding programs at a campus children's center – braided funding solutions, new horizons in philanthropy, and making the case for limited local resources
- Transformative relationships and tangible support through family engagement and community connections – establishing and sustaining an ecosystem of support for families and students

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### Submission of Proposals

Please note that proposals may be submitted on this PDF document or on a separate word document. Incomplete proposals will not be considered.

Proposals are selected through a blind review process by a panel of N4C members. Proposals must be received by midnight on **September 15, 2022**. Submitters will be notified of the status of their proposal via email by **October 15, 2022**. N4C reserves the right to modify titles and proposal descriptions to meet publications formatting.

### Presenter Obligations

All presenters must register for the conference no later than **November 15, 2022** and understand that a cancellation of an accepted workshop presentation places N4C in a difficult position.

### Rules for Participation

1. Only TWO proposals may be submitted per presenter.
2. The length of the workshops should be 1 hour and 15 minutes.
3. All presenters must present at the time scheduled by N4C.
4. The maximum number of presenters per workshop is 4.
5. N4C is unable to offer financial support for presenter attendance.
6. All presenters are responsible for registering for the conference via check or credit card. N4C strives to keep the registration fee reasonable-The discounted member fee for the 2023 conference is \$485.00, with the lead presenter receiving a further discounted fee of \$435.00. All presenters must register for the conference by November 15, 2022.
7. Presenters should plan on supplying their own LCD projector.
8. Advertising and/or sale of products, materials, services, books or other publications during a presentation or at any time during the conference is not permitted. Presenters interested in advertising, or the sale of products may contact Tonya Palla at [tonyap@campuschildren.org](mailto:tonyap@campuschildren.org) for exhibitor information.

### Overview of Submission Requirements

The Lead presenter must complete the proposal application below completely. Incomplete proposals will not be reviewed.

The proposal application includes:

- Presenter information for ALL presenters.
- Session track selection.
- Title, 12 words or less, that succinctly describes the presentation's content.
- A 350-600 word description of the content of the presentation.
- An abstract, 35 words or less, to be used in conference program materials. A one-paragraph summary of each presenter's background, experience and qualifications to present the proposed presentation.

### Selection Process

- Proposals are selected through a blind review process by a panel of N4C members.
- The identities of the submitters are not known by the review panel.
- Proposals are selected based on the quality of the proposal, relevance to early childhood issues, and the interests of N4C conference attendees.

**Submission of Proposals**

Please note that proposals may be submitted on this writable PDF document or on a separate word document. Incomplete proposals will not be considered.

Proposals are selected through a blind review process by a panel of N4C members. Proposals must be received by midnight on **September 15, 2022**. Submitters will be notified of the status of their proposal via email by **October 15, 2022**. N4C reserves the right to modify titles and proposal descriptions to meet publications formatting.

**Conference Registration**

All workshop presenters are required to register and pay for the conference no later than **November 15, 2022**.

**Email proposals to:**

Tonya Palla, Executive Director  
National Coalition for Campus  
Children's Centers  
(615) 614-3723  
tonyap@campuschildren.org

Only proposals adhering to the guidelines and received by **September 15, 2022** via email will be considered/reviewed.

N4C's conference program determines the number of proposals that will be selected. Having presented at previous N4C conference does not guarantee selection for the 2023 conference.

**HOW TO SUBMIT YOUR PROPOSAL**

Please answer these questions on this writable PDF document OR on a separate Word document.

**SECTION 1: Presenter Information**

*The lead presenter must complete this information for all the presenters. Please include any professional designation after your name.*

Lead Presenter's Name and Title:

Co-presenter(s)' Name(s) and Title(s):

Organization/University/College:

Lead Presenter's Mailing Address/City/State/Zip:

Lead Presenter's Office Phone:

Emails of All Presenters:

**SECTION 2: Track**

*Which track is the best fit for your session?*

- Faculty Collaboration & University Connection
- Reflective Leadership
- Program and Administration

**SECTION 3: Proposal Title**

*Titles are limited to 12 words. N4C reserves the right to abbreviate titles if necessary. The title should clearly indicate the topic of the presentation.*

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## SECTION 4: Proposal Description

All four items listed below **MUST** be included in the **PROPOSAL DESCRIPTION** (350-600 words).

1. The goal and/or purpose of the presentation.
2. The relevance of the topic to early childhood education.
3. A brief description of the presentation's overall content, including any major theories, philosophies, and approaches that will be highlighted.
4. A minimum of three learning outcomes.

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## **SECTION 5: The Abstract**

*This will be used in the conference program and must be 35 words or less.*

## **SECTION 6: Qualification Summary**

*A brief one-paragraph summary of the qualifications, both experience and education, that qualifies EACH presenter.*