



# 47TH ANNUAL N4C CONFERENCE AND PROFESSIONAL INSTITUTE

March 28-30, 2019 • Marriott Resort & Spa  
One Hotel Circle, Hilton Head Island, South Carolina 29928

## 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 two and one-half day conference includes a keynote speaker, workshops and networking opportunities to enable attendees to expand and enhance their knowledge of early childhood and provides an intimate exhibitor opportunity.

### Request for Proposals

The Conference Committee invites you to submit a presentation proposal for the 2019 Annual Conference. Proposals should be based on experience, research and theory applicable to campus children's programs.

### Submission of Proposals as a PDF

The Proposal form can be downloaded at [www.campuschildren.org](http://www.campuschildren.org). Proposals must be submitted on the writable PDF form provided. 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 30, 2018. Submitters will be notified of the status of their proposal via email by October 30, 2018. 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, 2018. Lead presenters receive a \$50 discount on the full conference registration fee.

### Session Formats

**Workshop sessions will be one hour.**

### Conference Attendees

The conference attracts a range of education professionals, including research experts, administrators, teachers, university faculty, and child care professionals. Attendees join together to share ideas, experiences, views, and their passion for quality childhood education. **Workshop content should be geared toward an advanced audience.**

### Email proposals to:

Tonya Palla, Executive Director  
National Coalition for Campus  
Children's Centers  
[tonyap@campuschildren.org](mailto:tonyap@campuschildren.org)

### Deadlines for Submission

Proposal must be received by midnight **September 30, 2018**. Announcement of acceptance of proposal will be sent via email by October 30, 2018.

Please note that titles and/or proposal descriptions may be slightly modified. A registration form has been included for your convenience and may be submitted with your proposal.



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## Tracks Include:

### Administration

- Staff Development
- Staff Morale
- Licensing
- Accreditation
- Funding
- Financing/Budgets

### Programs

- Curriculum
- Environments
- Teaching Strategies
- Family and Community Engagement

### Faculty (University Community)

- Research
- Faculty as Center Directors
- Practicum Students/  
Student Teachers

### Leadership

- Missions
- Visions
- Goal Setting
- Mentoring
- Center Campus Relationships

*\*NOTE: The RFP Committee will not view personal information to ensure the blind review process.*

## Rules for Participation

1. Only TWO proposals may be submitted per presenter.
2. All presenters must present at the time scheduled by N4C. Requests for a specific day will be considered but cannot be guaranteed.
3. N4C cannot offer financial support for presenter attendance.
4. All presenters must pay a conference registration fee. We strive to keep our registration fee reasonable. Lead presenters will receive a \$50 discount on the cost of the full registration fee. All presenters must register for the conference by November 15, 2018.
5. 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.

## 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.
- N4C will provide an LCD projector and a screen. The presenter must provide a laptop and all other equipment at his or her own expense.

## 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.
- Proposals will receive a response no later than October 30, 2018.



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## REQUEST FOR PROPOSALS

*This is a writable form and therefore may be completed via your computer.*

### SECTION 1: Presenter Information

All presenters must complete this information. Please include professional designation after your name.

Lead Presenter's Name and Title \_\_\_\_\_

Co-presenter(s)' Name(s) and Title(s) \_\_\_\_\_

Organization/University \_\_\_\_\_

Lead Presenter's Mailing Address/City/State/Zip \_\_\_\_\_

Lead Presenter's Office Phone \_\_\_\_\_ Fax \_\_\_\_\_

Emails of All Presenters \_\_\_\_\_

Do you have a preferred day for presenting?  YES  NO  THURS.  FRI.  SAT.

*We will try to respect your request but please keep in mind that these days CANNOT be guaranteed. The conference will run all day Thursday, Friday and half day Saturday.*

Do you have special needs that we can assist you with? \_\_\_\_\_

### SECTION 2: Audio Visual Equipment - N4C Guidelines

All presenters will receive a screen and LCD projector free of charge. The presenter MUST bring his or her own laptop if required for the presentation. All other equipment should be ordered through the hotel's audiovisual company including sound, DVD and/or CD players or Internet connections.

### SECTION 3: Track

Which track is the best fit for your session? Please check one.

- Administration  Programs  Faculty (University Community)  Leadership

*continued*

### SECTION 4: Proposal Title

Title for your presentation \_\_\_\_\_

*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.*

### SECTION 5: Proposal Description and Abstract

ALL 4 items listed below **MUST** be included in the **PROPOSAL DESCRIPTION**. Incomplete Proposal Descriptions will not be reviewed.

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

The **ABSTRACT** must be 35 words or less. It will be used in conference program materials.

#### **PROPOSAL DESCRIPTION: (350-600 WORDS)**

#### **ABSTRACT: (NO MORE THAN 35 WORDS)**

### SECTION 6: Qualification Summary

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

#### SUMMARY

### Deadlines for Submission

Proposal must be received by **September 30, 2018**. Announcement of acceptance of proposal will be sent via email by October 30, 2018. Please note that titles and/or proposal descriptions may be slightly modified.

### Submission of Proposals

All proposals must be submitted electronically in the format outlined above and will be selected by a blind review process. Incomplete proposals will not be considered. Presenters will be notified by October 30, 2018.

### Conference Registration

All workshop presenters are required to register and pay for the conference. There will be a \$50 discount for the Lead Presenter on the cost of the full registration. A registration form has been included for your convenience and may be submitted with your proposal.

### 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 postmarked, or electronically date-stamped, by midnight **September 30, 2018** will be considered/reviewed. N4C's Conference program determines the number of proposals that will be selected. Having presented at previous N4C conferences does not guarantee selection for 2019. SPACE IS LIMITED.