**A CALL FOR PRESENTATIONS**

Request for Participation (RFP)

**Due no later than April 21, 2023**

**The New York Council of Administrators of Special Education**

*21st Annual Summer Institute*

July 17-July 19, 2023

Embassy Suites at Destiny USA, Syracuse, New York  
***“Advancing Together"***

***Featured Speakers***

***Ricky Robertson, Dr. Kevin Rubenstein, Christopher Suriano, Valerie Williams, Phyllis Wolfram***

The New York Council of Administrators of Special Education (NYCASE) invites you to submit a presentation proposal for our Summer Institute. We seek practitioners who have successfully implemented programs that meet the intent of IDEA, and who would like to participate, not only as speakers, but also as resources and mentors for other attendees. The session should present specific implementation with data as evidence of effectiveness. **Sessions MUST NOT promote any particular product. Vendors submitting an RFP must include as part of the session an educational practitioner currently working in a school setting.**   
  
Presentations for this conference should relate to the topics, such as, but not limited to, those listed below:

* Best Practices in Supporting All Students
* Supporting and Retaining Staff
* Social-Emotional Learning
* Wellness/Behavior/Anxiety/Mental Health
* Academic Supports
* Diversity, Equity, Inclusion and Culturally Responsive Education
* Policy Issues Relating to Special Education
* Understanding Special Education Laws and Regulations
* Multi-Tiered Systems of Support (MTSS)
* Early Childhood
* Supporting New Administrators
* Dyslexia
* Literacy & Language Deficits
* Disproportionality
* Student Self Advocacy
* Transition
* Fiscal Planning
* Authentic Voices/Self Direction

# FORM FOR PRESENTATIONS RFP due no later than April 21, 2023

The conference will include several presentations. Each breakout session/presentation will be about 60 minutes long, including 10 minutes for questions. Districts/Schools/Organizations interested in submitting a presentation for consideration in the conference should submit the attached form. **Important Notice:** The information you provide will be the basis for the decision to include your session in the conference, as well as to provide descriptions in the conference app. While we hope that this conference will be an “in person” event if it is not, pleasenote as you prepare your RFP submission that this event may require shifting to a virtual presentation.

**Presenters must submit a brief biography with the RFP. All respondents will be notified of their status by May 5, 2023. Those accepted must** **submit any materials they wish posted on the mobile app no later than July 1, 2023. Please enter the specifics of your presentation below:**

1. **Presentation Title**
2. **Presentation Objective(s)**

Upon completion of this session, participants will:

1.

## 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Intended Audience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Name of Lead Presenter (for contact & conference program information)**

Please provide name, title and contact information for each presenter **(email addresses are essential for contacting all presenters).**

1. Name(s) & Title(s) (as you would like it to appear on your nametag)

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1. Organization /Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## c) Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_
2. Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Please list professional/employer affiliations (e.g., memberships, volunteer activities, boards, educational companies, consulting, etc.)
5. Presentation Abstract (not to exceed 200 words)

Must include a description of how you will engage participants

1. Presentation Description as you would like it to appear in the Conference Agenda (not to exceed 100 words).
2. Is there any conference date on which you are not able to present? Please check the box if so.

◻Monday July 17, 2023

◻Tuesday July 18, 2023

In order to have your proposal reviewed, you must meet the following requirements listed below and by placing X in front of each item:

\_\_\_\_ **I have submitted with this RFP a biography, photo and email address for each presenter.**

\_\_\_\_ **I understand in order to have presentation material posted on the Mobile App; I must submit it no later than July 1, 2023.**

**E-Mail your RFP and any attachments to Linda Widomski at lwidomski@nycase.org   
  
If you are selected, you will be notified by May 5, 2023**