



# 2019 CTE & Industry Summit Call for Proposals

Thank you for your interest in presenting at the 2019 CTE & Industry Summit. The Summit will take place January 30th through February 1st, 2019, at the Salem Convention Center. We are excited you are interested in sharing your expertise and success with the CTE community and Industry supporters.

## **What Makes the Summit Different?**

The CTE & Industry Summit brings together students, educators, and industry professionals to shape Career Technical Education and therefore the future workforce. All presentations should strive to speak to all three audiences (students, educators, and industry professionals). It's preferred if the presentation is given by all three groups as well. You can share your best practices, why CTE matters in your experience, trends in CTE and workforce development, and other related topics.

## **Presenter Discounted Registration:**

Selected presenters must register by Friday, October 12<sup>th</sup>, and pay the discounted speaker registration fee (\$195 for one day, \$350 for two days, or \$450 for three days--to see how this compares, visit [cteindustrysummit.com](http://cteindustrysummit.com) to see early-bird and regular rates). We use this to confirm your participation and will assign you a spot on the schedule after you have registered.

## **Presentation Format:**

Presentations are 45 or 75 minutes long in a variety of formats:

- Demonstrations
- Lectures
- Hands-on
- Panels
- Interactive discussions
- Workshops

## **Break Out Session Audience:**

- 10-75 people
- Likely include community members, educators, industry representatives, & Career Technical Education students

## **Presentation Focus Areas:**

- Recruiting and Retaining Future Generations
- Overcoming Barriers/Challenges in CTE
- Higher Education Opportunities
- Industry Partnerships
- Best Practices for Connecting with Students, Teachers and Industry
- Strategic Planning for CTE Programs
- Developing CTE Programs in your School/District
- Marketing/Promotion of CTE
- Early Recruitment and Parent Engagement
- Equity in CTE
- Helping Students Understand Career Pathways
- Other

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## Industry Connection:

The connection to Industry is key for the CTE & Industry Summit. To facilitate stronger conversations and connections, we are focusing each Summit day on different industries. This will allow the topics covered in presentations and the networking time to be focused within a smaller set of industries.

We have divided them into three sets of two of the Oregon Department of Education identified Career Learning Areas (you can see the breakdown on their website: <https://www.ode.state.or.us/search/page/?id=1628> and click through to see which area(s) may be a best fit for you and your presentation).

- Day 1
  - [Agriculture, Food, & Natural Resource Systems](#) [Agriculture, Food Science & Processing, Environmental Services, Natural Resources Management]
  - [Health Sciences](#) [Health Admin & Support Services, Health Diagnostic Services, Health Informatics, Health Promotion & Wellness, Health Research & Biosciences, Health Therapeutic Services, etc.]
- Day 2
  - [Business & Management](#) [Information & Communications Technology, Finance, Marketing, Business Management & Administration, Hospitality & Tourism, etc.]
  - [Arts, Information, & Communication](#) [Information & Communications Technology, Performing Arts, Publishing & Broadcasting, Visual & Media Arts, etc.]
- Day 3
  - [Industrial and Engineering Systems](#) [Automotive and Heavy Equipment Technology, Construction, Engineering, Information & Communications Technology, Manufacturing, Transportation, etc.]
  - [Human Resources \(not HR in business\)](#) [Education Administration & Administrative Support, Early Childhood Education, Teaching & Training, Counseling & Mental Health, Human Consumer Services, Personal Care Services, Fire & Emergency Services, Governance & Public Administration Services, Law Enforcement Services, Legal Services, etc.]

## Timeline Information

- **Priority Deadline:** Tuesday, July 10, 2018; proposals accepted until all slots filled.
- **Priority Proposal Selection:** The CTE & Industry Summit Committee will review all proposals—selections are based on quality, intended audience, and relation to the summit theme. Presenters who submitted before the priority deadline will be notified via email of acceptance or rejection of the proposal by Wednesday July 18, 2018. All submitted after priority deadline will be notified within three weeks of submission.

## Presenter responsibilities

- Lead Presenter will register and pay for the Summit by **10/12/18** to receive the discounted registration rate available to presenters and remain eligible to present at the Summit (session will be cancelled if lead presenter does not register by that date). Co-presenters/panelists who fail to register by that time will be responsible for paying the prevailing full registration rate or may choose to only attend that session and skip registration.
- All presenters must supply their own laptop or tablets for their session to present.
- Presenters are responsible for providing their own electronic presentation materials, handouts and/or follow-up materials for our event participants before, during, or after the event.
- Presenters are expected to develop effective interactive activities to provide the breakout session attendees a valuable and engaging professional development opportunity.

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## Logistics /AV Equipment/ Internet Connections

- Presentation meeting rooms will be equipped with head table, screen, LCD/Data projector, electric for equipment, and internet.
  - Please note: Presenters must bring their own computer equipment and AV connection cables or incur the cost individually.

## Information Required for Proposal Submission

You must submit your proposal online via our [Google form](#). The information gathered during this process will be used to promote the programming at the Summit and to prepare marketing materials. Please be sure that the information you provide is complete, accurate, and grammatically correct.

- **Desired Session Length (includes time for Q&A)** – 45 or 75 minutes (or open to either)
- **Presentation Focus Area** (Select one or more from the list of focus areas on page 1)
- **Industry Connection** (Select one or more from the list on page 2)
- **Title of Session** (10 word maximum; may be edited for publication)
- **Session Summary/Pitch** - Please be specific about what attendees will learn. (50 words maximum; may be edited for publication)
- **Detailed session information** - Help us understand why your presentation is a good fit for the CTE & Industry Summit. This is the information we'll use to evaluate each proposal, make educated decisions if we decide to edit the title or summary for publication, and understand the presentation format.
  - What will students get out of your session? How will they benefit from attending your breakout session?
  - What will educators get out of your session? How will they benefit from attending your breakout session?
  - What will industry professionals (or community members) get out of your session? How will they benefit from attending your breakout session?
- **Session Purpose and Structure** - Some information you may want to include: what are the learning objectives for the session, what are the outcomes, what are the strategies that will be employed in the workshop, format (demonstration, hands-on, panel, lecture, interactive discussion, etc.)
- **Presentation Format**
- **Lead Presenter full contact information to include the following:**
  - First and Last Name
  - Title
  - Organization/Company/Institution Name – No acronyms
  - Organization/Company/Institution Address
  - Phone Number
  - Email Address
  - Viewpoint (student, educator, industry professional, community member)
- **For any Co-presenter(s)/ Panelist(s)**
  - First and Last Name
  - Title
  - Organization/Company/Institution Name – No acronyms
  - Organization/Company/Institution Address
  - Email Address
  - Viewpoint (student, educator, industry professional, community member)

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## Presentation Releases and Agreements

By submitting a proposal, you agree to:

- Accept full responsibility for CTE & Industry Summit 2019 related expenses, including speaker registration, travel, lodging, and meals.
- Present your session at the time(s) and on the date(s) assigned by the CTE & Industry Summit Committee; you will not be allowed to select your time or date.
- Allow the CTE & Industry Summit Committee to edit presentation titles and descriptions for length and content.
- Allow the CTE & Industry Summit Committee to use your session and contact information for promotion. Further, by submitting this information, you permit CTE & Industry Summit Committee to record and redistribute your session for marketing purposes.
- Presentations may be cancelled due to low interest (collected via registrations) or rescheduled during a particular day. Presenters will be given the opportunity to accept/reject rescheduling for different day after registration is completed.

Submit your proposal online through our [Google form](#).

If you have questions, contact [Katie Hawkins](#) with the Salem Area Chamber of Commerce.

***We look forward to receiving your proposal!***