

2009 GOVERNOR'S CONFERENCE ON EDUCATION
JULY 21, 2009
VSBA MINI-WORKSHOP PROPOSAL
(Please type or print clearly)

School Division: _____

Name of Presenter(s) - **(Limit two per topic):**

Presenter #1:

Name: _____

Title: _____

Office Phone Number: _____

Summer Address: _____

Summer Phone Number: _____

E-mail address: _____

Presenter #2 (if needed):

Name: _____

Title: _____

Office Phone Number: _____

Summer Address: _____

Summer Phone Number: _____

E-mail address: _____

Title of Presentation:

Brief description of presentation:

Category of workshop:

- Curriculum & Instruction
- Administration, Personnel & Finance
- Special Projects
- Vocational & Technology
- SOL/NCLB

- School Law
- School & Community Relations
- Partnerships
- LEP
- Other: _____

Submitted by: _____

Title: _____

Please **mail, email or fax** completed form by **April 10, 2009** to:

Barbara Coyle
Virginia School Boards Association
200 Hansen Road, Suite 2
Charlottesville, VA 22911

Email: coyle@vsba.org
Fax no. (434) 295-8785

PLEASE USE A SEPARATE FORM FOR EACH PROPOSAL. YOU MAY COPY FORMS AS NEEDED.

GOVERNOR'S CONFERENCE ON EDUCATION MINI-WORKSHOPS

DESCRIPTION

Mini-workshops are a fast-track way of learning. Workshop presenters make short, informative, fast-paced presentations followed by brief question-answer periods. The purpose of the workshop is to provide participants with as much information as possible in a concise, upbeat format.

Approximately 70-80 different mini-workshops will be presented. The categories of workshops include: Curriculum, Instruction and Special Programs; School and Community Relations; Administration, Personnel and Finance; Partnerships; Technology/Vocation Education; and School Law. Each roundtable in the Grand Ballroom of the Richmond Marriott will be a different workshop, consisting of a presenter and 9 participants. Each workshop and each table will be numbered so participants can quickly find the workshops of their choice. The workshops will last 30 minutes and will be repeated four times. There will be a 5-minute break between each workshop session.

It may sound confusing, but it is a very successful learning technique with careful organization and planning. Both presenters and participants are provided with detailed instructions about the process.

INSTRUCTIONS

1. Each workshop presenter will prepare an oral presentation that will last approximately 20 minutes. This oral presentation will be followed by ten minutes for interaction and questions. Each workshop will last exactly 30 minutes. (You may vary your format within the 30 minutes.) **Because of the structure of these workshops, audio-visual equipment cannot be accommodated. We suggest you use table-top flip charts.**
2. Workshop presenters should prepare their handout materials for 40 participants. As with any workshop, people like something "to take home."
3. Each workshop presenter should prepare a written summary of the presentation. Written summaries should be limited to two pages. **VSBA will compile summaries and distribute them to all conference participants in a booklet at the conference. Samples of handouts and further information will be sent with notification of acceptance of proposals.**
4. If you have any questions, please call Barbara Coyle, 1-434-295-8722.