

# Call for Presenters 2011 Warren County Wide In-Service October 10, 2011

**NOW** is the time to post your workshop!

## Call for Presenters

The Warren County Wide In-Service Committee announces its Annual Call for Presenters. Dynamic speakers and presenters from schools, agencies, organizations, colleges interested in leading professional development workshops each year are invited to participate. Proposals should focus directly on effective programs, lesson planning, and curriculum. You will receive professional recognition and enhance your own professional development by sharing your expertise and knowledge with your peers. The event brings together more than 700 educators throughout the county.

## Types of Sessions

**Hands-on workshop:** Allows all participants to take part in hands-on experiences with materials provided.

**Demonstration:** Presentation which shows how to use equipment, how to perform particular programs, etc. May be theater style and/or classroom style set-up.

**Symposium:** A panel presentation or discussion with two or more speakers on a topic of concern. May include a question and answer period.

## Lengths of Sessions

8:30-10:00

10:30-12:00

1:00-3:00

8:30-3:00 (-1 hour for lunch)

8:30-12:00

## Equipment/Internet access/network information

Please direct all requests to the hosting district's Principal or Technology Coordinator.

## Handouts

Presenters are responsible for bringing handouts that summarize the concepts taught in the workshop as well as obtaining the necessary permissions to use copyrighted material in their sessions.

## Questions

All questions about presenting at this event should be directed to:

### Paul Rinaldi

Chairperson County Wide In-Service Committee

eMail: [prinaldi@franklinschool.org](mailto:prinaldi@franklinschool.org)

Telephone (610) 259-9455

Fax (610) 259-9455

## FAQS

### Fees

Districts or organizations that use the web site solely for the registration of **presenters** will do so without charge. However, those entities that wish to have their staff attend as **participants** in the workshops will be charged a district/organization fee of \$150/year. This covers the cost of running and maintaining the web site, marketing costs and potential national speakers. There is no limit on the number of participants you may register for workshops. However, you must provide an equal or better number of workshop seats as the number of participants you are sending out to their districts workshops. Any costs incurred by a district/organization in securing presenters are their own responsibility.

### Out-of-Network Fees:

Out-of-network fees will be charged to those participants whose districts are non-members of the countywide in-service network. They will be assessed \$20 for a ¼ day workshop, \$40 for a ½ day workshop, and \$80 for a full day workshop.

### Workshop Charges:

Please be informed that since most districts are already being charged their in-network fee of \$150, we are not permitting districts to charge a fee for their workshops unless they obtain approval from the county wide in-service committee. The committee may make exceptions for workshops that provide a certificate (i.e., CPR or First Aid). All inquiries regarding charging participants to attend a workshop should be directed to the in-service committee at

[prinaldi@franklinschool.org](mailto:prinaldi@franklinschool.org)

### Do I need an e-mail account/address in order to sign-up as a presenter?

Absolutely! Confirmations for presenters and participants will be sent to the email address you provide at the time of registration. If you do not have an email address, contact your school's technology coordinator.

### Can I use an e-mail account other than the one assigned to me by my district?

Yes. Just remember to check it for e-mail messages and e-bulletins.

### **How do I register to present a workshop?**

All you need to do is complete our on-line form and click the submit button. The server will return a page with information you inputted. At this point you can check it for accuracy. When you're ready, click the "submit class" button. Your workshop is then sent to the in-service website. An email is sent to you confirming the information you submitted. **SAVE THIS EMAIL.**

### **How many schools are participating in this years' County-Wide Professional Development Program?**

We have invited all public and non-public schools to join us for this year's program.

### **How will I know if someone has registered for my workshop?**

When you register your workshop, an email will be sent to you confirming the workshop ID number. **SAVE THIS EMAIL.** You can log into your presenter's Administration screen and view participants signed up for your workshop.

### **Do I need to send a confirmation to participants confirming their registration for my workshop?**

No. The participant automatically receives an e-mail confirming their registration about the workshop when they sign-up.

### **Will I need to "cut-off" registrations to prevent "over-booking" my workshop?**

No. You as the presenter were asked to indicate the number of seats available. When your workshop reaches this number, participants will no longer be allowed to sign-up for the workshop. Instead, they will receive a message indicating your workshop is full and will be asked to select another one. If a participant contacts you to tell you they are no longer attending the workshop after they have already registered, encourage them to go back to the web site to delete themselves from the workshop in order to allow someone else to use their seat.

### **Will I be required to have my participants Sign-In? What do I do with the sign-in sheet(s) after?**

**YES!** Not only must everyone sign in or they will not receive a Professional Development Certificate, but it is your responsibility to mail your sign-in sheet(s) to Paul Rinaldi 52 Asbury-Broadway Road Washington, NJ 07882 following the Inservice day.

### **Where do I get sign-in sheets and evaluation forms?**

Sign-In Sheets and Evaluation Forms will be available online under the Presenters link.

### **Will I receive credit for my "Prep Time"?**

Your certificate will list the presentation time only. We have no cumulative record of when you may have presented this same workshop in the past. It is up to your employing district to determine any additional hours due to you for preparation time (the first time you present the

workshop) for the purpose of logging your accrual of 100 hours of professional development.

### **Certificates**

Certificates will be provided to all presenters and participants through the use of mail merge from the web site. These will be submitted directly to your district/organization after the In-Service date.

### **Facilities**

Workshops can be held anywhere in the county, although more centrally located sites are encouraged. Workshop locations need not be restricted to classrooms in school buildings. It is helpful to know your room number when you post your presentation online, but if that is not possible, you can contact your participants at a later date or post the room number in a prominent place at the location of the workshop on that day.

### **I have additional questions and/or concerns**

We are willing to work with you to make this a positive experience for you and your participants. If you have any questions that remain unanswered after reviewing this web site, please do not hesitate to contact:

#### **Paul Rinaldi**

Chairperson County-wide In-Service Committee

eMail: [prinaldi@franklinschool.org](mailto:prinaldi@franklinschool.org)

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