
Florida Reading Association
43rd Annual Conference
October 20-23, 2005
Wyndham Orlando Resort

Exploring Different Paths to Literacy

PROGRAM PROPOSAL

Individuals interested in Florida Reading Association's goals and purposes are invited to submit proposals to present at the Annual Conference. Proposals must be postmarked no later than **February 28, 2005**. The Program committee will consider all completed proposals. Notification of the committee's decision will be sent to the person submitting the proposal.

Presenter must register and pay conferences fees.

I. Person Submitting Proposal (Please print clearly or type.)

Name _____
Last name First name Middle Initial

Position/Title _____

Institutional Affiliation/Employer _____

Home Address _____

E-mail Address _____

Telephone (Home) _____ (Work) _____ (FAX) _____

II. ADDITIONAL PRESENTERS: Attach a list of additional presenters. Provide complete contact information as requested in Part I. Please secure advance permission from each individual.

III. TYPE OF PRESENTATION

_____ One hour session _____ Three hour Pre-Conference Institute

IV. TITLE OF PRESENTATION (as you wish it to appear in the program)

V. PROGRAM ENTRY On an attached sheet, provide the title of the presentation and a 25-30 word description of the presentation as you wish it to appear in the conference program.

VI. DESCRIPTION OF PRESENTATION On an attached sheet, provide a description of the proposed presentation (do not exceed 400 words). Use the following headings:

A. Objectives B. Content to be Presented
C. Methods of Presentation D. A-V Equipment Needed E. Intended Audience

VII. MAIL THE PROPOSAL AND ATTACHMENTS TO:

Mary Ann Clark, Conference Program Chairperson
4151 Hidden Branch Drive North
Jacksonville, FL 32257
Maryannclark0011@aol.org

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PROGRAM PROPOSAL FORM (continued)

Please provide the following information about your presentation.

I. Identify the appropriate audience for your presentation. Select one in each column.

Select one:

- ___ All attendees
- ___ Teachers
- ___ Administrators
- ___ University Faculty
- ___ College Students
- ___ Paraprofessionals
- ___ Volunteers
- ___ Other _____

Select one:

- ___ All levels
- ___ Infant - Preschool
- ___ Elementary K-2
- ___ Elementary 3-5
- ___ Elementary K-5
- ___ Middle School
- ___ High School
- ___ Secondary 6-12
- ___ Adult Literacy
- ___ Parent/Community Involvement
- ___ Other _____

GENERAL GUIDELINES

1. All program participants must register and pay conference fees by August 1, 2005.
2. The person submitting the proposal is responsible for notifying other presenters of acceptance.
3. Overhead projectors and screens will be provided as needed in the rooms. Large rooms will have a microphone and podium. You must make all arrangements and pay for other equipment needs. Please indicate in the description of your presentation all A-V equipment (including overheads) you will be using.
4. A chairperson will be assigned to each session to introduce the presenter and provide assistance. If you have a colleague who will serve as the chairperson in your session, please include the person's name on the list of additional presenters with a notation that this person will serve as the chairperson for the session. Otherwise, a chairperson will be provided.
5. Proposals will be accepted based on their relevancy to the conference theme, quality, and clarity of objectives, content, organization, and method of presentation. Disqualifying factors include content unrelated to reading or literacy, failure to complete the proposal according to the guidelines, repletion of materials previously presented, and the promotion of specific published materials.
6. If your contact information changes at any point in the proposal process PLEASE notify the Conference Program Chairperson.
7. All requested information must be completed before your proposal will be considered for acceptance. Please write legibly or type.

I have reviewed the information on the proposal form and agree to the proposal guidelines.

Signature _____ **Date** _____

Deadline for proposals: February 28, 2005
Deadline for registering if accepted: is August 1, 2005