



50TH ANNUAL N4C CONFERENCE AND PROFESSIONAL INSTITUTE

REQUEST FOR PROPOSALS

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About N4C

The National Coalition of Campus Children's Centers is a non-profit educational membership organization supporting excellence in programs for young children in communities of higher learning by providing opportunities for leadership, professional development, research, networking and advocacy.

About the Conference

N4C's Annual Conference & Professional Institute is a premier conference attracting attendees from colleges and universities—directors, faculty, and teachers—interested in sharing innovative practices, cutting-edge research and effective strategies in the care and early education of young children. The conference includes relevant workshops and networking opportunities which will enable attendees to expand and enhance their knowledge of early childhood via a virtual platform which will provide both real time and recorded sessions. Please note that all workshops will be recorded and available for up to three weeks after the conclusion of the conference.

Request for Proposals

The Conference Committee invites you to submit a presentation proposal for the 2022 Annual Conference. Proposals should be based on experience, research, and theory, and applicable to campus children's programs, and must be appropriate for either real time or a recorded session.

Submission of Proposals

The Proposal form can be downloaded at www.campuschildren.org. Proposals must be submitted on *A Separate Word Document*. Incomplete proposals will not be considered.

Proposals are selected through a blind review process by a panel of N4C members. Proposals must be received by midnight on July 31, 2021. Submitters will be notified of the status of their proposal via email by August 21, 2021. N4C reserves the right to modify titles and proposal descriptions to meet publications formatting.

Presenter Obligations

All presenters must register for the conference no later than November 1, 2021 and understand that a cancellation of an accepted workshop presentation places N4C in a difficult position.

Session Formats

Workshop sessions will be 75 minutes.

Conference Attendees

The conference attracts a range of education professionals, including research experts, administrators, teachers, university faculty, and child care professionals. Attendees join together to share ideas, experiences, views, and their passion for quality childhood education. **Workshop content should be geared toward an advanced audience.**

Email proposals to:

Tonya Palla, Executive Director
National Coalition for Campus
Children's Centers
tonyap@campuschildren.org

Deadlines for Submission

Proposal must be received by midnight **July 31, 2021**. Announcement of acceptance of proposal will be sent via email by August 21, 2021.

A registration link will be emailed to your attention as soon as the virtual platform goes live and no later than November 1, 2021.

N4C National Coalition
for Campus
Children's Centers
Engage • Network • Advocate

Tracks Include:

Administration

- Staff Development
- Staff Morale
- Licensing
- Accreditation
- Funding
- Financing/Budgets

Programs

- Curriculum
- Environments
- Teaching Strategies
- Family and Community Engagement

Faculty (University Community)

- Research
- Faculty as Center Directors
- Practicum Students/Student Teachers

Leadership

- Missions
- Visions
- Goal Setting
- Mentoring
- Center Campus Relationships

*NOTE: The RFP Committee will not view personal information to ensure the blind review process.

Rules for Participation

1. Only TWO proposals may be submitted per presenter.
2. All presenters must present at the time scheduled by N4C, whether that be a recorded or a live session. N4C will do its best to work with presenters to either record the session at a time that is convenient during the months of November, December and January and/or set up practice sessions for the live presentations.
3. N4C cannot offer financial support for presenter attendance.
4. All presenters must pay a conference registration fee. We strive to keep our registration fee reasonable. All presenters must register for the conference by November 1, 2021.
5. Advertising and/or sale of products, materials, services, books or other publications during a presentation or at any time during the conference is not permitted.

Overview of Submission Requirements

The Lead presenter must complete the proposal application below completely. Incomplete proposals will not be reviewed.

The proposal application includes:

- Presenter information for ALL presenters.
- Session track selection.
- Title, 12 words or less, that succinctly describes the presentation's content.
- A 350-600 word description of the content of the presentation.
- An abstract, 35 words or less, to be used in conference program materials. A one-paragraph summary of each presenter's background, experience and qualifications to present the proposed presentation.

Selection Process

- Proposals are selected through a blind review process by a panel of N4C members.
- The identities of the submitters are not known by the review panel.
- Proposals are selected based on the quality of the proposal, relevance to early childhood issues, and the interests of N4C conference attendees.
- Proposals will receive a response no later than August 21, 2021.

HOW TO SUBMIT YOUR PROPOSAL

Please answer these questions on a separate Word document.

SECTION 1: Presenter Information

All presenters must complete this information. Please include professional designation after your name.

- a) Lead Presenter's Name and Title
- b) Co-presenter(s)' Name(s) and Title(s)
- c) Organization/University
- d) Lead Presenter's Mailing Address/City/State/Zip
- e) Lead Presenter's Office Phone
- f) Emails of All Presenters

SECTION 2: Track

Which track is the best fit for your session?

- Administration
- Programs
- Faculty (University Community)
- Leadership

SECTION 3: Proposal Title

Titles are limited to 12 words. N4C reserves the right to abbreviate titles if necessary. The title should clearly indicate the topic of the presentation.

- a) Title for your presentation

SECTION 4: Proposal Description and Abstract

- a) ALL 4 items listed below MUST be included in the **PROPOSAL DESCRIPTION** (350-600 words). Incomplete Proposal Descriptions will not be reviewed.
 - The goal and/or purpose of the presentation.
 - The relevance of the topic to early childhood education.
 - A brief description of the presentation's overall content, including any major theories, philosophies, and approaches that will be highlighted.
 - A minimum of three learning outcomes.
- b) The **ABSTRACT** must be 35 words or less. It will be used in conference program materials.

SECTION 5: Qualification Summary

A brief one- paragraph summary of the qualifications, both experience and education, that qualifies EACH presenter to present this.

- a) Summary

Deadlines for Submission

Proposal must be received by **July 31, 2021**. Announcement of acceptance of proposal will be sent via email by August 21, 2021. Please note that titles and/or proposal descriptions may be slightly modified.

Submission of Proposals

All proposals must be submitted electronically in the format outlined above and will be selected by a blind review process. Incomplete proposals will not be considered. Presenters will be notified by August 21, 2021.

Conference Registration

All workshop presenters are required to register and pay for the conference.

Email proposals to:

Tonya Palla, Executive Director
National Coalition for Campus Children's Centers
(615) 614-3723
tonyap@campuschildren.org

Only proposals adhering to the guidelines and received by **July 31, 2021** via email will be considered/reviewed.

N4C's conference program determines the number of proposals that will be selected. Having presented at previous N4C conference does not guarantee selection for the 2022 conference.