****

***2013***

***Classified Leadership Institute***

**“Capitolizing Shared Governance to Ensure Student Success”**

Red Lion Woodlake Conference Center

Sacramento, CA

June 13-15, 2013

**CALL FOR PRESENTATIONS**

Sponsored jointly by the California Community Colleges Classified Senate (4CS)

 and the Community League of California (CCLC)

Presentation Proposal

Please type or print clearly. All sections must be completed. Use this form or recreate on your computer.

Primary Presenter: Title:

College/Organization:

Mailing Address:

City: Zip: e-mail:

Telephone: (work) (home) (fax)

This year’s conference will focus on "governance and student success" in six primary strands. Please design your presentations to fit within these strands.

* **Campaign 2013: *Promoting Stronger Constituent Involvement: Team, Committee and Senate Building***
* **Diplomacy*: Advocating through Collaboration: The Role of Classified Involvement in Governance and Leadership***
* **Hot off the Press: *Communicating and Networking Practices that Move the Campus Forward and Create Community***
* **Leveraging Resources: *Effective Uses of Technology and Fundraising***
* **Democracy 101: *Leveling the Playing Field through Education: Improving Professional Development Opportunities for Classified Staff***
* **Accountability*: Accreditation or Implementation of Student Success Task Force Recommendations***

Title of Presentation: (10 word maximum)

Summary: Please write a description to be included in the conference program (50 words maximum).

Presentation Format: (200 words maximum). Please describe the presentation format (e.g. panel presentation, group discussion, role playing, etc.) What methods will you use to create an adult learning environment, inspire the participants to share the information, and provide materials for sharing with their respective college or district (e.g. overheads, multimedia, written materials, oral presentations)?

Handouts: Handouts are encouraged. Please describe, and if possible include any handouts that you will be distributing. *Please note that you are responsible for providing copies for distribution.*

A.V. Equipment Needs:

Please list any special needs that you may have for your presentation; plan to provide you own computer equipment if needed for your presentation; check all that apply:

We will need the following audiovisual equipment

\_\_\_Overhead Projector

\_\_\_Screen

\_\_\_VCR/Monitor

\_\_\_Slide Projector

\_\_\_Flip Chart

\_\_\_Other:

We will bring the following equipment: (Presenter is responsible for providing)

\_\_\_Computer

\_\_\_LCD Projection Panel

\_\_\_Data Projection System

We will need the following room set-up:

\_\_\_Theater style \_\_\_\_Classroom style \_\_\_\_ Group (circle seating)

Additional Information/Comments/Questions: (optional)

Co-Presenters: Please list the name(s) of your co-presenters. We suggest a limit of 4 presenters per session.

Name: Title:

College Mailing Address:

E-mail: City/Zip:

Telephone: FAX:

Name: Title:

College Mailing Address:

E-mail: City/Zip:

Telephone: FAX:

Name: Title:

College Mailing Address:

E-mail: City/Zip:

Telephone: FAX:

Expenses and Signatures:

By signing below and returning this form, the primary contact agrees to inform all participants listed above that they are required to register and pay the conference registration fee if they are attending, and further agrees that neither honoraria nor expenses will be paid to program presenters.

Primary Contact Signature/Date

We appreciate your participation and support of the Classified Leadership Institute.

DEADLINE:

Proposals must be received by 5:00 pm

Friday, March 1rst, 2013

And can be mailed, faxed, or scanned and e-mailed to:

Maureen Chenoweth, 4CS Conference Co-Chair

c/o: Foothill College

12345 S. El Monte Rd

Los Altos Hills, CA 94022

Phone (650) 949-7235 Fax (650) 949-6125
E-mail: chenowethma@ccccs.org

