

18th Annual Classified Leadership Institute

June 10-12, 2010

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 "building" in four primary strands. Please design your presentations to fit within these strands.

- Lighting the Paths of Leadership: Leadership & Governance
Rock Solid Construction: Team & Senate Building
Building Connections: Communicating & Networking
Tools of the Trade: Technology Resources

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

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
on February 26th, 2010

And can be mailed, faxed, or scanned and e-mailed to:
Melanie Haynie
c/o: MiraCosta College
One Barnard Drive M/S 8A, Oceanside, CA 92056
(760) 795-6648 phone (760) 795-6604 Fax
E-mail: mhaynie@cccs.org

