



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

**Proposal Guide for the 2016 Montana Office of Public Instruction
Title I Conference
April 13-14, 2016
Helena, Montana**

Proposal Submission Guide

The theme of the OPI Title I Conference: “Changing Tides” is about acquiring new skills for administrators, teachers, paraprofessionals, and other district and school officials to better assist their students in achieving at high levels. The OPI invites all educators and education experts to submit proposals for the 2016 conference.

How Do I Submit a Proposal?

Submission of your proposal is a one step process. Interested persons/groups need to submit the following information which will allow the selection team to determine which proposals best fit the theme of the conference. The selections will be made at the end of August. The selection committee consists of the OPI Title staff.

1. Presentation Title (maximum 100 characters)
2. Session description (maximum 1000 characters)
3. Relevance to the conference theme (maximum 400 characters)
4. Type of session (Notable Ideas, Proven Strategies, Workshop, Education Team)
5. Room layout needed (classroom style, theatre, or round tables)
6. Presenter information (Name, Title, Organization, Contact details, Biography, and a picture if possible). **Please include your email address and phone number where you can be easily reached.**
7. Length of session required (one block of time = 50 minutes, sessions must be in full blocks)
8. Incomplete Proposals will be rejected. PROPOSALS ARE CONSIDERED INCOMPLETE IF ANY OF THE ABOVE 7 ITEMS ARE MISSING AT TIME OF SUBMISSION. A PROPOSAL MISSING ANY OF THESE ITEMS WILL AUTOMATICALLY BE REJECTED.

Session Descriptions

Sessions can be 50 minutes or a double session with a 10 minute break

1. **Notable Ideas:** lecture-based sessions with one presenter highlighting the latest in research and theories on education improvement
2. **Proven Strategies:** lecture-based or interactive sessions featuring practical and proven strategies and programs
3. **Workshop:** sessions with hands-on applications and/or group activities for practical application
4. **Education Team:** sessions with multiple speakers sharing best and proven practices and programs

Topics

1. Enhancing family and community involvement
2. Best practices in educational development from early childhood through graduation
3. Support of educational leaders and practitioners to help close the achievement gap in student groups
4. Preparing students for success by improving academic achievement in reading/language arts, mathematics, science, social studies, and technology using the Common Core
5. Alignment and coordination among educational programs
6. Assisting homeless and neglected/delinquent youth in improving high academic achievement

If My Proposal is Selected

Presenters will be notified of their session times and dates by mid-February 2016. Room assignments will be determined by the Title I staff. Presenters must be committed to present on the date and time assigned. Reasonable requests/accommodations will be considered. Presenters will register for the conference through the MSU-Conference Services website site, and will not be charged the conference attendance fee. Lodging will be provided for presenters who are not OPI employees. Continental breakfast and lunch each day will also be provided through the conference. Travel costs and per diem are the responsibility of the presenter. Selected sessions will be scheduled for the dates of the conference at the Red Lion Inn in Helena, Montana.

No hard copy handouts will be printed by the OPI. All materials (Power Points, handouts, resources, etc.) will need to be submitted to the OPI, and they will be posted electronically on the OPI Title I wiki. Attendees will have the opportunity to download and print materials needed. All submitted items will be turned into PDF files so that the content cannot be changed. Due to software compatibility and security issues, please bring your own laptop. If this is not possible, please contact the OPI. Projectors will be provided at the conference site. Please notify us of any special needs for the session, such as room set up or the timeframe needed to conduct the presentation.

Important Dates

Proposal submissions open: 6/8/15

Proposal submission deadline: 9/25/15

Notification of acceptance: 10/30/15

Presentation schedule notification: TBD

Handout and presentation deadline: TBD

Scoring rubric

Presentation Title:

Yes-1 pt

No-0 pts

Description of Presentation

3-Description of presentation is well-defined, and allows the reviewer to have a complete understanding of the session and its importance to educating students.

2-Description of presentation is defined, and it allows the reviewer to understand the main points of the session and its importance to educating students.

1-Description of presentation is poorly defined, but it gives the reviewer a general understanding of the basic points of the session and its importance to educating students.

0-None

Relevance to Conference Theme

3-The presentation is extremely relevant to enhancing the skills of administrators, teachers, paraprofessionals, and other district/school staff to assist students in achieving at high levels.

2-The presentation is generally relevant to enhancing the skills of administrators, teachers, paraprofessionals, and other district/school staff to assist students in achieving at high levels.
 1-The presentation is vaguely relevant to enhancing the skills of administrators, teachers, paraprofessionals, and other district/school staff to assist students in achieving at high levels.
 0-None

Conference Theme Addressed

3-The presentation is well aligned with the conference theme, and it will reinforce the goals developed by the OPI.
 2-The presentation is aligned with the conference theme, and it will generally support the goals developed by the OPI.
 1-The presentation is vaguely aligned with the conference theme, and does little to support the goals developed by the OPI.
 0-None

Type of Session Listed

Yes-1 pt
 No-0 pts

Presenter Information

Yes-1pt
 No-0 pts

Total points: 12

Scoring Rubric	0 pts	1 pt	2 pts	3 pts
Presentation Title				
Relevance to Conference Theme				
Conference Theme Addressed				
Type of Session Listed				
Presenter Information				
Total (9 pts)				

Please return proposal to:

Office of Public Instruction
 Title I Program
 PO Box 202501

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 FAX 406-444-3924
 Phone 406-444-5660

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