



ARKANSAS EDUCATION ASSOCIATION

An NEA State Affiliate

DONNA MOREY, *President*
RICH NAGEL, *Executive Director*

1500 West 4th Street
Little Rock, AR 72201

Memorandum

DATE: May 3, 2010

TO: Previous and Potential AEA Conference Presenters

FROM: Donna Morey, President
Rich Nagel, Executive Director

RE: 2010 AEA Convention Plans

The AEA Annual Professional Development Conference has been scheduled for **November 4-5, 2010** in Little Rock. We are looking forward to again partnering with your organization to provide quality professional development to Arkansas teachers.

It may seem early, but planning for the 2010 AEA Conference is already underway. In order to provide a quality pre-registration process, assemble a quality agenda, ensure that our teachers receive staff development credit, and provide timely notice to Arkansas educators, we are asking you to let us know if you plan to participate in the conference by **June 25, 2010**. Your cooperation is critical to a successful professional development experience for Arkansas educators.

Based upon feedback and evaluations, as well as on most research about effective professional development, we are encouraging presenters to offer longer and more in depth workshops. We are looking for four hour workshops, six hour workshops and workshops that will last both days.

Enclosed you will find:

- A Workshop Application (Application for Instructional Staff Development Credit Approval)

- A link to the ADE site with Regulations
http://arkansased.org/about/pdf/current/ade207_professional_development.pdf

The **Workshop Application Form** is due in the AEA office by **June 25, 2010**. Feel free to make copies of the form as necessary. We ask that you use the form to help us provide a consistent format to the Arkansas Department of Education in seeking instructional staff development credit approval. The Arkansas Department of Education regulations and print deadlines for the AEA newsletter, the *Educator*, make it crucial that we receive your workshop information by **June 25, 2010**.

Please note all rooms will be set up Theatre Style (chairs only) unless arrangements are made with AEA by August 6, 2010.

Please forward this information to the person assigned to conference planning for your organization. It would also be helpful if you would call **Brenda Walton at 1-800-632-0624 or 501-375-4611 ext. 119** to let us know who your organization contact will be for the conference.

We look forward to working with you and to a successful conference.

RN:DM/bjw



AEA Convention Professional Development Conference Workshop Application

for Instructional Staff Development Credit Approval

This form must be received by June 25, 2010 to be considered for approval.
Send to: Arkansas Education Association – 1500 West 4th Street – Little Rock, AR 72201-1604

Organization _____

Presenter Information

Lead Presenter _____

Address _____

City _____

State _____ Zip _____

Phone(s) Home _____ Mobile _____

Work Phone _____

Fax _____

E-mail _____

Co-Presenter Information

Lead Presenter _____

Address _____

City _____

State _____ Zip _____

Phone(s) Home _____ Mobile _____

Work Phone _____

Fax _____

E-mail _____

Convention Workshop Title _____

Workshop Description (Limit: 50 words). Attach workshop description on separate sheet and submit with this form. The description must show how the workshop is aligned with the standards developed by the National Staff Development Council. These standards are a part of the ADE Professional Development rules and are attached in a separate document. **No workshop will be approved without this information.**

Subject Area (select one)

- Science
- Social Studies
- Mathematics
- Language Arts
- General Education

Audience (check all that apply)

- Pre-K
- K
- Primary
- Secondary
- Special Ed.
- ESP
- Other _____

Workshop Length and Day Preference

(We will try to accommodate all requests)

- 2-hour workshop one day: Thursday Friday
- 2-hour workshop both days
- 4-hour workshop one day: Thursday Friday
- 4-hour workshop both days
- 6-hour workshop one day: Thursday Friday
- 6-hour workshop both days
- 12-hour workshop (6 hours each day)
- 6-hour workshop (3 hours each day)
- Other _____

Focus Area: Professional Development Topics. ADE requires that all approved professional development activities are based on the improvement of student achievement on State assessments and increasing student achievement and academic performance. (check all that apply)

- 5.02.01 Content Area (K-12)
- 5.02.02 Instructional Strategies
- 5.02.03 Assessment
- 5.02.04 Advocacy/Leadership
- 5.02.05 Systemic Change Process
- 5.02.06 Standards, Framework & Curriculum Alignment
- 5.02.07 Supervision
- 5.02.08 Mentoring/Coaching
- 5.02.09 Education Technology
- 5.02.10 Principles of Learning/Development Stages
- 5.02.11 Cognitive Research
- 5.02.12 Parental Involvement
- 5.02.13 Building a Collaborative Learning Community

Audio/Visual Request and Other Needs

All rooms will be set up in theater style unless arrangements are made with AEA by Aug. 6, 2010. Included will be a tabletop podium with microphone.

- Presenter will bring own laptop and in-focus equipment
- We will provide only if requested
- DVD Player (television monitor and player, etc.)
- LCD Projector
- Projection Screen for PowerPoint, etc.
- Other Needs – please list below (special orders)

Signature _____ Date _____