

I.C.E.A. REQUEST FOR PRESENTATION

Refer to the attached Guidelines (page 3) for assistance in completing this application. Submission of an application **does not** mean automatic acceptance as a presenter. You will be notified if your proposed session is approved. Submit only the first two pages of this application to the ICEA Director of Christian Education.

APPLICATION

(Print or Type)

Contact Information:

Name _____
Address _____
City _____ State/Country _____ Zip _____
Email _____
Church _____
Pastor _____

This application seeks your ideas for a session you would like to present. It does not require that all handouts and information be final. If your proposal is accepted, you will be notified and given ample time to create final drafts.

Suggested title: _____

Have you presented this session before? If so, where? Check all that apply:

Church? State/district council sessions?
 ICEA regional meeting? Professionally?

Target Audience: Check all that you plan to address. (See guidelines for help)

Teachers of adult students
 Teachers of youth/teen students
 New and developing teachers
 Developing and veteran teachers
 Pastors
 Superintendents
 General adult population (teachers, non-teachers, leaders)
 Teen population (high school or early college level)
 Children (pre-school or above)

Content Knowledge: Check all that you plan to address. (See guidelines for help)

New knowledge New skills Deeper understanding

PRESENTATION FORMATS

Select ONE format (See guidelines for help)

Panel presentation Workshop
 Seminar Poster Presentation
 Make and Take Presentation

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LEARNING STRANDS

Check all that you plan to address. (See guidelines for help)

- Curriculum
- Instructional Support
- Staff Development
 - Technology
 - Legal / Administration
 - Missions

Do you anticipate:

- The need for computer or projection equipment? If so, are you able to supply the equipment you need?

About Sale of Books and Materials:

Any person offering a session in which they plan to sell materials or books must have prior approval from the ICEA for his activity. Intent to sell must be included in the handout along with the price or price range of materials. No fee can be charged to attend a session except as set by the ICEA for sessions involving travel. Failure to disclose intent will result in the immediate cancellation of the session. If you anticipate sales, list items and prices. Sale, if approved, will be limited to those items at those prices.

- Do you plan to sell any books or materials?
- Is this how you make or supplement your living?

APPROVALS REQUIRED:

Signatures below indicate that each person is agreeing to your ability and intent to make this presentation should it be approved.

Pastor's name (print): _____
Signature: _____

Local superintendent's name (print): _____
Signature: _____

Name of State/Council Christian Education Chairperson (print): _____
Signature: _____

Name of State/Council Director of Christian Education (print): _____
Signature: _____

ICEA Regional Director's name (optional - print): _____
Signature (optional): _____

APPLICATION DEADLINE: JANUARY 31

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GENERAL GUIDELINES

The I.C.E.A. is developing a new format for identifying workshops for the Summer Institute beginning in Summer 2007. Members of P.A.W. churches who wish to serve as presenters are responsible for their own transportation and housing to the convention site. The guidelines on this sheet will help you prepare your request to present. While all work is appreciated, the I.C.E.A. cannot compensate presenters for their appearance on the program.

Applications will be considered by the I.C.E.A. Program Committee. Applicants whose presentations are selected will be notified of the deadline for submission of the required information for the program book and other materials. Applications which do not have the required signatures will not be considered.

Applicants may be nominated by others or may self-nominate. Applicants may be individuals or groups. Consideration will be given based on timeliness of the topic, evidence of presenter ability, program constraints, and other factors as determined by the I.C.E.A. Program Committee.

If Your Presentation Is Selected:

All persons selected to present must submit a 25 word biographical summary, a photograph to be used in the program book and other materials, a 35 word summary of the session they are presenting. If the presentation is submitted by a group, each panelist is limited to a 3-sentence statement of their biographical qualifications. If handouts are used in the session, a 3-page handout must be provided for the Program Book; however, additional handouts, made at the expense of the presenter, can be given to those who attend the session. Handouts and visuals must follow the guidelines given in these directions. Handouts which do not meet the criteria will be edited or eliminated as deemed appropriate by the ICEA.

ABOUT SALE OF BOOKS AND MATERIALS:

Any person offering a session in which they plan to sell materials or books must have prior approval from the ICEA for his activity. Intent to sell must be included in the handout along with the price or price range of materials. No fee can be charged to attend a session except as set by the ICEA for sessions involving travel. Failure to disclose intent will result in the immediate cancellation of the session.

PRESENTATION CONSIDERATIONS

Target Audience: Accepted presentations will be programmed according to the audience they address.

- Teachers of adult students
- Teachers of youth/teen students
- New and developing teachers
- Developing and veteran teachers

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- General adult population (teachers, non-teachers, church leaders)
- Teen population (high school or early college level)
- Children (pre-school, primary, middle grades, upper grades)
- Pastors
- Superintendents

Content Knowledge:

Applicants must identify and give evidence in their application of the level of content knowledge being presented to participants:

- New knowledge – This is likely information based on current research or teaching trends that are unfamiliar to most of our constituents.
- New skills – The presentation intends to teach the audience a skill or strategy that is unfamiliar to most of our constituents. Audiences must have time and opportunity within the session to practice/explore this skill.
- Deeper understanding – This level of content assumes that most participants have engaged with this skill or information but will learn more, be exposed to new perspectives on the subject, or otherwise expand their knowledge.

PRESENTATION FORMATS

Presentations must be in one of the following formats.

Panel presentation – A discussion that has various members presenting information on aspects of a specific topic. While panelists should be “experts” or practitioners in a particular area, the entire presentation should have a singular focus. One person should be designated as the coordinator/facilitator of the group. Applicants may include no more than four members and one alternate. The group must make the application together with each person submitting the required signatures. In other words, one person may not apply to “pull together a panel of others.” Once the panel is set, no substitutions may be made unless approved by the I.C.E.A through submission of required signatures.

Workshop – This is an INTERACTIVE session in which participants learn new information and are engaged in applying that information in some way. This is NOT A LECTURE. Handouts are required; other visuals and learning aids are encouraged. (See handout and visual guidelines.) The presenter should have first-hand knowledge of the information and strategies. Biblical foundation for these ideas should be included in the discussion. Background material and research are encouraged; however, pages from published books should not be copied and distributed unless the presenter has secured copyright approval. **Handouts of no more than 3 pages should be developed and submitted to the ICEA for inclusion in the Program Book.** Additional handouts, made at the expense of the presenter, can be given to those who attend the session. Workshops must be closely aligned to the needs of the target audience and topic strand.

Seminar – This is a Bible lesson or topic LECTURE with discussion. Handouts and other visuals are encouraged. (See handout and visual guidelines.) The presenter should have appropriate Bible knowledge and content knowledge of the subject. Non-biblical

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topics must include biblical foundations related to the subject. Seminars must be closely aligned to the needs of the target audience and topic strand.

Poster Presentation – This informal format allows churches and teachers to showcase something from their ministry. Posters will be displayed during specific times for ICEA delegate viewing. During poster sessions, each presenter will be given a table for the poster display and each poster presenter can make a 10-15 minute presentation to those who come to that display. Delegates will move around the room discussing posters that interest them. While no handout is necessary for the Program book, handouts made at the presenter's expense may be made available to those who visit the table. Each poster session must submit a 20-word synopsis of the poster presentation. No picture is required.

Make and Take Presentation – This extremely active session may be developed for any level. Participants in these sessions will create a product that they can take home to share or recreate. Materials are provided at the expense of the presenter; products should be samples of what can be done. Each participant, working alone or with others, should have a hands-on opportunity to create a product or artifact. While the presenter is encouraged to bring samples of products and they have created, participants must be active in MAKING at least one product they can TAKE with them. At least one handout including instructions for making the sample product is required for inclusion in the ICEA Program Book. Other handouts, beyond the printed 3 pages in the Program Book can be made available to those who attend the session. These will be done at the presenter's expense.

LEARNING STRANDS

Strands are provided to ensure that all areas of need are evenly addressed.

- Curriculum – What we teach; the content of Christian Education instruction
- Instructional Support – Materials and other supports for use in the teaching process
- Staff Development – How to help develop new leaders and teachers and to give continuing knowledge and skill to veteran leaders and teachers
- Technology – How to use various technologies (computer and non-computer) in the teaching and learning process or knowledge of technologies available to increase ability, skill, and organizational support of Sunday schools, churches, and Christian Ed leaders, teachers, and students. Presenters should be prepared to bring the needed technology with them. Because of union concerns, prior approval must be secured from the ICEA.
- Legal / Administration – The laws, political concerns, and administrative work needed to help churches, pastors, leaders, and parents cope with changing legal, political, educational, and other systems
- Missions – Information and strategies to help bring greater awareness and support to missions work (home or worldwide).

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GUIDELINES FOR HANDOUTS

Handouts for the Program Book are strictly limited to 3-pages or less. These will be available to everyone who registers, whether or not they attend the session. Therefore make sure that the handout submitted can be understood by those who do not attend the session. (Expect that this will also generate interest in your topic.) Additional handouts as deemed necessary by the presenter can be issued; however, the ICEA cannot pay for the printing or binding of additional material.

Length and Structure

Handouts may be outlines or written statements. They may also include visual information but will not be reproduced in color. The following should help you create a user-friendly handout:

- Headings on the first page should include:
 - Your name, church, city
 - Title of session
- Because a bio for each presenter will be included in the Program Book, a bio will not be included in the handout.
- Handouts must be typed in Microsoft Word and submitted either by email, disk, CD, or in legible and dark hard copy for scanning. No handwritten handouts will be used unless they are samples of student work, then they must be legible for scanning. (If you are using an early version of Microsoft Word, another software program, or an Apple computer please notify the ICEA)
- Use an 11-point or 12-point font that is easily readable such as Times Roman
- Avoid overuse of CAPITALS, *italics*, and **bold**, underlined print.
- Avoid extremely large print (14-point or greater) unless you are demonstrating strategy for visually challenged persons
- Handouts may be single-spaced; but, consider white space for readability.
- Number your pages and place your name and/or title in the footer.
- Check your spelling and grammar carefully.

GUIDELINES FOR VISUALS (POWERPOINT OR POSTERS)

Rules of thumb:

- No more than 7 lines should appear on each slide or visual.
- Use no more than 7 words per line
- Use a font and point size that makes your visual easy to read from at least 10 feet away. If the session will take place in an auditorium use a font/point size that is appropriate for projection
- Visuals should not be the same as the handouts. Do not make a transparency of a page typed in 11-12 point type. It cannot be read and will frustrate your audience
- Consider only bulleted items, short phrases for visuals and then speak on the topics as they appear.
- Avoid colors that blend into the background or cannot be read from distance
- Check your spelling and grammar carefully.