***Southeastern Regional***

***Association***

***of Teacher Educators***

***SRATE***



**Handbook for Conference Planners**

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**Introduction**

Each fall, teacher educators from the 15 member state units of the Southeastern Regional Association of Teacher Educators (SRATE) meet for an annual regional conference. The state units include: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Missouri, Mississippi, North Carolina, South Carolina, Texas, Tennessee, Virginia, and West Virginia. Since 1953, the SRATE annual conference has provided teacher educators in all capacities with opportunities to increase their knowledge and understanding of the complex processes involved in preparing teachers for contemporary classrooms across the United States. The traditions featured throughout the SRATE annual conference have always highlighted the best of southern hospitality.

This Handbook was prepared to continue with tradition in providing guidelines to inform and support the host unit in their three-year commitment. The guidelines reflect the collective experiences and insights shared by many former SRATE leaders and are not meant to be restrictive. This Handbook should be updated as SRATE annual conference planning committees generate new ideas and improved approaches.

We hope that the time, energy, and dedication to SRATE devoted to the preparation of this Handbook will guide SRATE annual conference planning committees. Our hearty thanks and best wishes are extended to the following members.

 **1995**

Originally prepared by:

Dee Wolfe Eicher

Lynchburg College

SRATE President, 1986-87

Fanchon Funk

Florida State University

SRATE President, 1981-82

Edith Guyton

Georgia State University

SRATE President, 1989-90

 **2007**

Revised by:

Marcia Cushall

Frostberg State University

SRATE President, 2006-07

Fanchon Funk

Florida State University

SRATE President, 1981-82

Marilyn Nicholas

Towson University

SRATE President, 1993-94

 **2015**

Updated by:

Marie Byrd

University of South Florida, Sarasota-Manatee

SRATE President 2013-14

Nancy P. Gallavan

University of Central Arkansas

SRATE President, 2012-13

Jane Govoni

ESOL in Higher Ed, FL

Executive Secretary, 2014-

Sharon Lamson

University of Central Missouri

SRATE President 2007-08

**SRATE Presidents Beginning 1954**

**(Most SRATE Presidents chaired the SRATE Annual Conference the previous year.)**

 2018 Stephanie Pepper AR

 2017 Jaime Tobery-Nystrom MD

 2016 Barbara Benson GA

 2015 Judy Beck SC

 2014 Marie Byrd-Blake FL

 2013 Nancy P. Gallavan AR

 2012 Gwendolyn H. Middlebrooks GA

 2011 Bettie Barrett TN

 2010 Shawn Faulker KY

 2009 Emma Savage-Davis SC

 2008 Sharon Lamson MO

 2007 Marcia B. Cushall MD

 2006 Tammie Brown TN

 2005 Cynthia Hutchinson FL

 2004 Maryellen Cosgrove GA

 2003 Debbie Barnes AR

 2002 Frances van Tassell TX

 2001 Melinda Wilder KY

 2000 Vel Moss AL

 1999 Gerald Clay VA

 1998 Gerald Clay VA

 1997 Gaston Bloodsworth SC

 1996 Judy Shaver Gardiner LA

 1995 Marilyn L. Nicholas MD

 1994 Marilyn L. Nicholas MD

 1993 Terry L. James TN

 1992 Frances Denton MS

 1991 David Bell AR

 1990 Edith M. Guyton GA

 1989 Sharon O’Bryan TX

 1988 Roy A. Lauter KY

 1987 Delores Wolfe NC

 1986 Howard Hill SC

 1985 James Kimbrough AL

 1984 B. Keith Eicher VA

 1983 Helen Cookston LA

 1982 Fanchon F. Funk FL

 1981 William L. Butefish TN

 1980 David Watts KY

 1979 Charles Franzen GA

 1978 Bill Lee MS

 1977 Nancy J. Priselac WV

 1976 Hazel A. Peterson AL

 1975 Walter A. Mercer FL

 1974 Tom Chamblis NC

 1973 Walter F. Sistrunk MS

 1972 Walter E. Sistrunk SC

 1971 W. Carl Murphy TN

 1970 Olive Barrett KY

 1969 Horace Nelson AL

 1968 Donald Hawk GA

 1967 F. Rennie Tubbs GA

 1966 Linn Sheets WV

 1965 Annie K. Hoyle NC

 1964 Gene Fisher SC

 1963 Elbert F. Northern TN

 1962 Martha V. Shipman KY

 1961 James L. Dickerson GA

 1960 Paul N. Misgrave WV

 1959 Ben H. Horton, Jr. NC

 1958 Edward Christenbury TN

 1957 Marshal Hamilton FL

 1956 Helen Reed KY

 1955 Alberta Wantling TN

 1954 Taft H. Botner NC

**SRATE Annual Conference Site Selection**

***Desired Site Qualities***

The selection of the host city and hotel for the SRATE annual conference is one of the first and most critical decisions made by the host state unit planning committee. The location should be selected only after consideration is given to its accessibility by air, train, and car. Further consideration should be given to the ambience of the location including the availability of entertainment and special tours for annual conference attendees supported by the local Convention and Visitors Bureau. Negotiate for as many free services (name tags, promo literature, etc.) as possible.

***Hotel Negotiations***

Attendance at the SRATE annual conference is affected by the room rates negotiated by the state unit committee. Consideration should be given to the availability of presentation rooms and technology access. One individual (usually the chair) should conduct ALL negotiations. It is beneficial to contact several hotels and ask for contract offers. Be prepared to give information about meeting size, dates, food functions, and space needs. Assistance may be available by contacting the ATE Executive Director and the ATE Association Development Specialist (ADS) Conference Coordinator***.*** Request a clause in the contract regarding the unanticipated natural events that could impact attendance.

Once several contract offers are obtained, negotiations can begin. While location and access to “the sites” are important; a lower room rate, more complimentary rooms, coffee breaks, and other such prerequisites should be negotiated and weighed heavily in the final selection process. Attention should be given to the availability of facilities for participants with various needs. Before a contract is signed, all facilities (president’s suite, meeting rooms, ballrooms, etc.) should be inspected by several members of the annual conference committee. A list should be made of the corresponding room names and numbers. The selected hotel contract should include clauses that allow for increases or reductions in the number of rooms and meals up to a specified date. Complimentary sleeping rooms normally are assigned in this order:

1. SRATE President (3 nights)

2. SRATE Executive Secretary (3 nights)

The SRATE President-elect - (Hosting state conference chair) is NOT compensated unless negotiated in the contract by the hosting state.

Planning the menus for the two major food functions (dinner banquet and lunch/brunch) requires skillful negotiations. Most hotels have preplanned menus, but these meals are costly. It may be possible to specify a menu and have it priced per plate or to use luncheon menus for a dinner. Both options can result in reduced costs per meal. Also, it is often more cost effective to have buffets rather than plated meals. Since most hotels provide an easement (around 5%) on the number of meals that are to be served, it is better to underestimate so that charges are not made for uneaten meals. Be aware of the additional costs for taxes and fees for services, typically 20-25% of the cost. The taxes should be included in your proposed conference budget.

**Preparation of the Offer to Host the SRATE Annual Conference**

Preparation to offer to host the SRATE annual conference is a relatively simple undertaking although a process that requires a high level of commitment. Based on its history, SRATE attempts to follow an informal rotation system for each of the 15 state units to host an annual SRATE conference.

The first step is to consult the SRATE Board of Directors. The President-elect serves as the SRATE annual conference chair the year prior to serving as SRATE President.

In general, a state unit can expect to host the SRATE annual conference every 15 years; however, due to the number of units that do not have a fully functioning organization, the rotation is more likely to be once every 5-7 years. The chair of the Nominations and Site Selection Committee may contact members of individual states that have not hosted a SRATE annual conference within the past few years to verify if there is potential interest in the state unit to host a SRATE annual conference.

At least three years before a state unit would like to host the annual SRATE conference, the state unit’s executive board should begin to discuss the feasibility of offering to host it. Elements to consider include: (1) the fiscal health of the state unit; (2) the number of active members in the state unit; (3) the willingness of state unit members to volunteer time, energy, and resources to both planning the conference and serving at the SRATE annual conference; (4) the commitment of an individual member representative of the state unit to serve SRATE as an officer and conference chair during a three-year period.

If the state unit’s Executive Board and/or Board of Directors determine that the unit is in a position to host a meeting, preliminary discussion should focus on a potential site, and a member to nominate for the position of annual conference chair. A written proposal to host the SRATE annual conference is submitted to the SRATE Nomination and Site Selection Committee. The Nomination and Site Selection Committee chair will present the host state nomination to the SRATE Board of Directors at the SRATE annual conference. A representative from the potential host state unit should attend the SRATE Board of Directors’ meeting to provide preliminary details of the future conference. Key among the details is the potential city, conference site, and name(s) of the proposed annual conference chair(s).

**Host State Unit General Responsibilities**

The host state unit is responsible for all aspects of the SRATE annual conference, and all members involved in the planning process are volunteers. One member of the host state unit serves as the conference chair and serves as the President-elect-elect of SRATE. Funds in excess of expenditures resulting from the SRATE annual conference are shared equally by SRATE and the state unit. If there is a loss of funds, SRATE will bear no responsibility for additional monies.

The planning process must follow the stipulations set forth in the SRATE by-laws. Further, attention must be given to the unwritten traditions of hospitality that are hallmarks of SRATE annual conferences. The following list summarizes the host state unit’s responsibilities.

1. Choose the date and location for the SRATE annual conference in collaboration with the SRATE Board of Directors.
2. Establish a planning committee and assign committee tasks.
3. Schedule planning meetings.
4. Prepare a conference budget.
5. Establish the method of payment for registration (check, PayPal, etc.).
6. Select a theme and plan the program.
7. Contact speakers.
8. Design and distribute the call for proposals.
9. Finalize contract with hotel; may coordinate with the assistance of the ATE Association Development Specialist (ADS) Conference Coordinator. Provide the name of the hotel conference support person who will assist with hotel arrangements after the contract is signed.
10. Select presentations, notify presenters, and schedule presentation rooms.
11. Plan meal functions.
12. Arrange for technology.
13. Send information to be placed on the ATE, SRATE, and hosting state unit websites to appropriate individuals.
14. Design and distribute registration materials.
15. Arrange for selected outings in the host city.
16. Design and print program booklets.
17. Solicit financial and in-kind donations to support the conference.
18. Seek ads to be printed in the conference program booklet.
19. Create and print conference enticements to be distributed at ATE and SRATE conferences prior to conference year, i.e., stickers, post cards, flyers, buttons, etc.
20. Arrange for display tables at ATE and SRATE conferences a year prior to the conference.
21. Secure conference bags, nametags, presenters’ ribbons, conference bag items, etc.
22. Contact and schedule presenters, presiders, vendors, and entertainment (optional).
23. Coordinate awards with the SRATE Executive Secretary.
24. Select the David Watts Scholars.\*
25. Arrange for table decorations as needed.
26. Secure door prizes and gifts.
27. Correspond frequently with the SRATE Executive Secretary.
28. Coordinate with the SRATE Executive Secretary and the ATE Executive Director for crossover meetings and activities.
29. Write notes of appreciation.
30. Submit a final budget and funds to SRATE Executive Secretary within four months after the SRATE annual conference and at the annual SRATE meeting at the ATE conference.

\*The **David Watts Scholars** include four students (undergraduate and/or graduate students) pursuing teacher education who are currently enrolled at an institution in the host state. Watts Scholars are selected by the SRATE Conference Planning Committee at least three months prior to the conference. Watts Scholars are expected to help with preparations before the conference and required to attend the conference to provide assistance during and after the conference, i.e., assembly, registration, hospitality, presentations, speakers, meals, disassembly, etc. Watts Scholars are recognized at the Awards Luncheon; each Watts Scholar receives a plaque and a check for $200.00 to defray travel expenses and room expenses. Watts Scholars are not required to register for the SRATE Conference.

**Association General Responsibilities**

Since SRATE has only an Executive Secretary and does not have an association office or paid staff, assistance provided to the host state unit is provided through seed money, collegial mentoring, coordination, and distribution. It is the SRATE President’s responsibility to coordinate with the Executive Secretary to prepare and print copies of the agendas for the Board of Directors and business meetings during each SRATE annual conference.

**SRATE Annual Conference Planning Committee**

The SRATE annual conference planning committee is selected by the host state unit and is responsible for attending to all details that will ensure a successful annual conference. The individual serving as a SRATE officer (President-elect or President elect-elect) typically either serves as chair or co-chair of the planning committee or appoints a chair of the planning committee.

***Selection***

The chair appoints the members of the planning committee. Consideration should be given to the following when making appointments:

* members should reflect the diversity among teacher preparation programs within the state (i.e., public and private institutions);
* members should be active in the state unit with both prior and no experience;
* members should be willing to commit time and energy to the planning process and on-site tasks;
* members should be able to work responsibly and collaboratively; and
* approximately 12 to 16 members may represent this committee.

***Responsibilities***

General Operating Procedures:

* During the planning process, due dates will be established. Since each step in the process depends on completion of each task, all due dates must be met.
* Since the success of the SRATE annual conference depends on continuous progress, tasks should be completed outside planning committee meetings.
* The chair must (a) complete all negotiations with the site hotel; (b) approve all commitments for expending funds; (c) correspond regularly with the SRATE Executive Secretary, and (d) report progress to the SRATE Executive Secretary and Board of Directors.
* Specific tasks will be assigned to subcommittees. Typically, subcommittees include Technology, Hospitality, Program, Publicity, Registration, and Special Events.
* Selection of a theme for the annual conference is usually arrived at by consensus of the SRATE annual conference planning committee.
* All committee members should attend all SRATE annual conference planning meetings.

Chair’s responsibilities: to function as the SRATE annual conference leader; identify committee members; identify subcommittee chairs; prepare budget in conjunction with state unit treasurer; select site; serve as hotel liaison; coordinate with SRATE Executive Secretary and SRATE President; serve as liaison with other groups (i.e., ATE Board of Directors, state unit, special groups, etc.); prepare master schedule and annual conference program; present annual conference reports to SRATE Board of Directors; coordinate with annual conference committees from previous and for future annual conferences.

Technology Committee responsibilities: to coordinate with the chair to secure technology for keynote speakers, session presenters, roundtables, etc. Host units may contract with the conference site or may make their own arrangements to provide technology. Committee members need to be readily available throughout the conference to assist speakers.

Hospitality Committee responsibilities: to plan Early Bird event for Wednesday evening; plan president’s reception for Thursday evening; secure table decorations; secure local info (i.e., restaurants, events, tours, etc.); plan and host special event; secure door prizes and conference bag items; serve as greeters and ticket takers at meal functions. NOTE: Days of the week may vary based on negotiated days of the contract AND approval by the SRATE Board of Directors.

Program Committee responsibilities: to develop call for proposals; recruit reviewers; conduct proposal review process; prepare and send proposal letters; recruit and schedule presiders (optional);schedule presentations; notify presenters; secure speakers; prepare scripts for general sessions; prepare program booklet copy; arrange for printing; deliver program booklet to SRATE annual conference site; develop annual conference evaluation form.

Publicity Committee responsibilities: to distribute call for proposals; prepare announcements for ATE and host unit newsletters; prepare ads for SRATE and ATE conference programs; prepare registration materials; secure promotional items; prepare conference packets; correspond with individual SRATE Unit Presidents and Executive Secretary.

Registration Committee responsibilities: to coordinate registration forms and fees; prepare envelopes with registration information including receipt (including facilitating PayPal online payment if applicable), name tag, name tag holder, presenter ribbon, and special event receipt, conference bag with program, local information, and any other conference items.

Sponsorships and Fund Raising responsibilities: to remember that no conference can meet expenses without financial support beyond the registration fees; create a list of potential sponsors and fund raising sources; contact companies, people, colleges, universities, corporate entities, “friends of education,” local businesses, professional sports teams, etc.; have tax exempt status information ready; sell ads in the program booklet to the educational institutions and for-profit agencies in the host state; sell tribute ads to SRATE members; do NOT contact major donors for ATE conferences; provide award certificates for gold, silver, and bronze level donations; create the guidelines for the amounts that would determine those levels; invite gold level donors to one of the general sessions for publication appreciation; write thank-you letters for all sponsorships, no matter the size, as soon as the checks clear; ask for in-kind donations of sufficient value to be offered for a ticket drawing at the end of the conference (e.g., if there are exhibitors, ask each exhibitor for a donated item).

Special Events Committee responsibilities: to secure entertainment; secure awards; secure door prizes and gifts; and arrange for any special events and vendors.

**SRATE Annual Conference Planning Committee Meetings**

Committee meetings should be scheduled at regular intervals to determine progress on assigned tasks and to coordinate the various planning duties. Minutes should be kept to record commitments made. It is important to note that committee members travel at their own expense; therefore, try to select some committee members who are familiar with the host site and city.

**SRATE Annual Conference Planning Process**

Preparing to host an annual conference is time and labor intensive. Many hours are spent ensuring that all details have been implemented. Conceptualizing the planning process in terms of the time frame and required tasks is a critical aspect of hosting a successful SRATE annual conference. Maintaining a planning calendar and communicating frequently with the SRATE executive secretary will aid in both the conceptualization and facilitation of the SRATE annual conference.

The calendar begins at the time a member state unit decides to offer a proposal to host a SRATE annual conference and continues through the annual conference, to the filing of the final budget report after the conference. Although aspects of the calendar may change from one planning committee to another, the basic time line remains the same. Generally, the calendar provided here should be followed.

**Note**: The registration fee approved by the SRATE Board of Directors should cover all SRATE annual conference expenses.

**Calendar**

***Three Years before the SRATE Annual Conference***

* Before the SRATE annual conference:
* state unit decides to present a proposal to host a SRATE annual conference;
* state unit representatives interact with the SRATE Nominations and Site Selection Committee chair, SRATE Executive Secretary, and SRATE President with proposal to host SRATE annual conference.
* During SRATE annual conference:
* state unit representative presents proposal with location and unit representative for the proposed year to the SRATE Board of Directors;
* SRATE Board of Directors select the SRATE site and the unit representative to serve as annual conference chair, who then becomes the SRATE President-elect the year of the host state’s conference. The selected annual conference chair (President-elect-elect) becomes a voting member of the SRATE Board of Directors the following year.

***Two Years before the SRATE Annual Conference***

* During the SRATE annual conference, the host state unit:
* updates information concerning the conference to the SRATE Executive Secretary;
* updates information concerning the conference to the SRATE Board of Directors;
* agrees to have representative elected to serve as SRATE President-elect, President-elect-elect;
* announces the site to SRATE membership;
* forms planning committee; and
* outlines calendar.

***Host State Unit Responsibilities***

* establishes meeting schedule and tasks;
* finalizes contract with annual conference site;
* selects annual conference theme;
* prepares call for proposals;
* generates potential speaker list;
* contacts speakers;
* conducts site visit to determine program and off-site events;
* establishes preliminary budget;
* outlines program;
* selects off-site events;
* contacts Visitor Centers for promotional materials;
* corresponds frequently with SRATE Executive Secretary;
* requests seed money from SRATE Executive Secretary (if needed);
* coordinates with SRATE Executive Secretary and current president-elect (the annual conference host state unit chair) to schedule promotional events;
* coordinates with SRATE Executive Secretary and ATE Executive Director to schedule promotional events; and
* initiates fund raising through sponsorships and ad sales to be published in the program booklet.

***One Year before SRATE Annual Conference***

* During the SRATE annual conference, the host state unit
* updates information concerning the conference to the SRATE Executive Secretary;
* updates information concerning the conference to the SRATE Board of Directors;
* may host reception or other promotion events at SRATE annual conferences;
* presents proposed budget to Board of Directors;
* distributes information at SRATE annual conferences; and
* distributes call for proposals at the ATE annual meetings and summer conferences and electronically to SRATE Executive Secretary and webmaster.
* During the year, the host state unit
* prepares program;
* identifies proposal reviewers and rubric;
* secures conference bags, name tags, speaker ribbons, bag goodie;
* selects Watts Scholars and other local award recipients;
* finalizes hotel arrangements;
* finalizes technology arrangements;
* finalizes meal arrangements;
* finalizes entertainment and hosting city events;
* plans table decorations;
* contacts ad providers and vendors;
* coordinates with SRATE Executive Secretary to update SRATE website; and
* continues to find sponsors and conduct fund raising.
* During the last four months, the host state unit:
* notifies presenters of day/time/location of session;
* arranges room assignments for presentations, roundtables, and special events;
* finalizes program booklet for printer;
* Sends program booklet to SRATE Executive Secretary and webmaster to post on the website;
* finalizes annual conference committee members’ tasks;
* prepares scripts for general sessions;
* finalizes table decorations;
* finalizes door prizes/gifts;
* corresponds with Watts Scholars (who are local state award recipients who have agreed to assist the conference committee members throughout the conference);
* coordinates with SRATE Executive Secretary regarding award recipients confirms entertainment; and
* identifies and arranges for compensated hotel rooms (see previously established order for the assignment of compensated rooms from the hotel);
* During the week prior to the annual conference, the host state unit:
* reconfirms all space and technology needs with hotel and/or conference location.
* provides hotel with meal counts (usually underestimate for 10-15% of registered conference participants);
* collects program booklet from printer;
* arranges time and location to stuff registration packets and conference bags;
* prepares name tags and badge ribbons;
* maintains an electronic database of all conference participants with names, institutions, addresses, email addresses, and telephone numbers; and
* prepares a conference evaluation form (to be distributed at the conference and electronically after the conference).
* During the weeks after the annual conference, the host state unit:
* finalizes and pays the hotel fees and conference costs;
* balances the budget and sends it to the SRATE Executive Secretary;
* writes thank you notes to everyone involved with the SRATE annual conference;
* sends SRATE annual conference registration with names, mailing addresses, and email addresses to the SRATE Executive Secretary; and
* provides a check for one-half of the net income to the SRATE Executive Secretary for deposit into the SRATE bank account.

**SRATE Annual Conference Publicity**

Publicizing the SRATE annual conference to all teacher educators and interested educators within the SRATE member states and promoting the SRATE annual conference among teacher educators nationwide should be a priority of the host unit planning committee. Multiple strategies used by SRATE annual conference planning committees in the past to promote the conference are provided here. Each planning committee is encouraged to generate additional cost-effective means to publicize SRATE and the SRATE annual conferences.

***The Call for Proposals***

The development and wide distribution of the call for proposals are critical aspects of planning for a successful annual conference. The call for proposals provides pertinent information about the annual conference theme, the site, the annual conference dates, and the procedures for submitting a proposal for consideration as a presentation.

Since the call for proposals makes the first impression of an upcoming annual conference on potential attenders, careful attention must be given to the accuracy of the information provided, the visual appeal of the document, and the time of its distribution.

* **Art work**

The SRATE logo should appear on the publicity, call for proposals, program booklet, and all publications. Art work used on the call for proposals should reflect the annual conference theme and location selected by the planning committee. Sources for free art work include clip art, local Chamber of Commerce promotional literature, campus marketing or graphic design offices, and the services of a talented student or faculty member.

* **Format**

The call for proposals has been a one-page flyer directing individuals to the website where the complete form is available. Proposals are submitted electronically either by completing a form and sending it as an attachment or completing a form online.

* **Printing**

Costs related to printing the call for proposals are the responsibility of the host state unit and must be included in the budget.

* **Distribution**

As a minimum, the call for proposals should be distributed at four points: (1) the preceding SRATE annual conference with the current annual conference registration materials; (2) the ATE national annual meeting and summer conference prior to the SRATE annual conference; (3) all state unit presidents for distribution at state meetings; and (4) by email to all SRATE members-a list generated by individuals who have attended previous SRATE annual conferences and individuals who subscribe to the SRATE listserv. The call for proposals should be sent to the SRATE webmaster to be posted on the SRATE website. Additional distribution points could include all colleges/departments of education within the host state and both the ATE and AACTE memberships of the host state.

Contact information for individual members of ATE is available from the ATE Executive Director. Information may also be sent to K-12 public schools within a reasonable driving distance of the conference location as well as FTA groups in the state.

***Promotional Activities***

The call for proposals is announced at the SRATE annual conference during the Thursday dinner, Friday luncheon, and the Saturday business meeting. Promoting the SRATE annual conference also involves preparing articles for the ATE Newsletter and Unit newsletters. Units include the 15 SRATE states as well as other ATE units. Brief descriptions of the dates and location of the annual conference, the theme and other pertinent information should be sent to the editors who must be contacted well in advance to determine publication deadlines. Advertisements using the art work designed for the call for proposals and the program should be submitted to the editors of the SRATE *Journal* and to the Planning Committees for the ATE annual meetings and summer conferences for inclusion in their program booklets. An ad should also be sent to the SRATE President-elect to be placed in the SRATE program booklet for the conference the year before the host state’s conference. These ads traditionally have been included for no cost. Further, a packet of promotional materials (site information, registration forms, etc.) should be sent to each Unit President for use at their respective state unit annual conferences.

Securing promotional items from sponsors, businesses and institutions in the host state is probably the most tedious aspect of promoting the conference. These items (pencils, key chains, and other favors, hotel and site brochures, etc.) are used at the Invitational Reception and as favors in the registration packets given to each attender.

Hosting an information table at the previous SRATE conference and ATE conferences is a way to generate conversations about the host site and to encourage the submission of proposals. Local Chamber of Commerce organizations and hotels often provide free or inexpensive promotional materials. Arrangements for tables need to be made with the ATE Association Development Specialist (ADS) of Exhibits and upcoming SRATE states’ planning committees.

Other promotional activities include contacting the local media with press releases about conference events. Signs can be inexpensively generated with today’s computer technology and can range from notices to post for each session to large signs denoting the registration area and other large group events. Often the hotel will provide some of the needed signs if this service is negotiated as a part of the original contract.

***Registration Information***

Registration materials must be prepared and mailed or emailed to each SRATE member. Mailing labels or email addresses can be obtained from each unit president. Labels for members of ATE within the SRATE region can be obtained from the ATE Executive Director. These may be incorporated into the call for proposals or developed as separate items. Information about both conference and hotel registration should be included. This information and registration forms should be included on the SRATE website.

Although the call for proposals is distributed at the previous conference, if hotel and registration information are available, this information can be placed in that conference’s registration packet as well.

All conference participants are expected to pay the registration fees which are established by the SRATE Board of Directors to reflect member, retiree, and student rates. In addition, refund policies should be established and the refund deadline date should be printed on the registration materials. (***Note***: Policies should stipulate that refund requests must be in writing and received no later than two weeks after the conference and that no refunds are given for meal functions.)

On-site promotional activities include preparing materials for and stuffing the conference registration packet that includes the program, a conference evaluation form, the next host unit’s call for proposals, local information, ATE promotional items, favors, a list acknowledging and thanking the sponsors and contributors, a list of exhibits, and other notices/ads. The “packet” can be anything from a plastic bag (donated or purchased). Cost factors should be carefully considered when determining the form of the registration packet. The “packet” is often funded by a sponsor. Some units have excess containers and may pass the excess on to the next annual conference chair.

**SRATE Annual Conference Overview and Space Needs**

Space needs are decided by the annual conference master schedule. Generally, the SRATE annual conference adheres to the following schedule: (NOTE: Days of the week may vary based on negotiated days of the contract AND approval by the SRATE Board of Directors.)

Wednesday

Afternoon: Host Unit Room to prepare for conference

Afternoon: Pre-conference functions

Late Afternoon: Registration table (usually just for the Board of Directors and annual conference committee members)

**Early Bird Reception/Dinner**. This is a pay your own way meal, but a restaurant is usually selected by the conference committee members.

Thursday

Morning: SRATE Board of Directors meeting

Morning: Host Unit Room

All Day: Registration

Afternoon: Concurrent sessions

Afternoon: Exhibits

Early Evening: President’s Reception

Evening: Opening session; Dinner; Keynote speaker

Friday

All Day: Registration

All Day: Exhibits

All Day Concurrent sessions (except during awards lunch)

Mid-Day: Awards luncheon

Early Evening: Special Event (optional)

Saturday

Morning: Registration

Early Morning: Concurrent sessions

Late Morning: Business Meeting

Afternoon: Host State Unit debriefing of conference

\***NOTE**: The placement of these functions in the program is at the discretion of the planning committee. Securing sponsors for additional meal functions is advantageous.

This schedule may be altered with approval of the SRATE Board of Directors at least one year prior to hosting the annual conference.

**Sample SRATE Annual Conference Program Schedule**

**NOTE: Days of the week may vary based on negotiated days of the contract AND approval by the SRATE Board of Directors.**

|  |  |  |
| --- | --- | --- |
| Wednesday | 12:00pm | SRATE Annual Conference Planning Committee  |
|  | 2:00-7:00pm | Registration |
|  | 6:00pm | SRATE Early Bird Dinner |
|  |  |  |
| Thursday | 8:00-11:30am | SRATE Board of Directors Meeting |
|  | 11:00am-6:00pm | Registration |
|  | 12:00-12:50pm | I Concurrent Sessions and Roundtables |
|  | 1:00-1:50pm | II Concurrent Sessions and Roundtables |
|  | 2:00-2:50pm | III Concurrent Sessions and Roundtables |
|  | 3:00-3:50pm | IV Concurrent Sessions and Roundtables |
|  | 4:00-4:50pm | V Concurrent Sessions and Roundtables |
|  | 5:30-6:30pm | \*President’s Reception |
|  | 6:30-8:30pm | \*Dinner with Keynote Speaker |
|  |  |  |
| Friday | 7:00am-5:00pm | Registration |
|  | 8:00-8:50am | VI Concurrent Sessions and Roundtables |
|  | 9:00-9:50am | VII Concurrent Sessions and Roundtables |
|  | 10:00-10:50am | VIII Concurrent Sessions and Roundtables |
|  | 11:00am-1:20pm | \*Awards Luncheon with Greetings |
|  | 1:30-2:20pm | IX Concurrent Sessions and Roundtables |
|  | 2:30-3:20pm | X Concurrent Sessions and Roundtables |
|  | 3:30-4:20pm | XI Concurrent Sessions and Roundtables |
|  | 5:00-7:30pm | Special Event (perhaps dinner)– off-site (optional) |
|  |  | Dinner on own |
|  |  |  |
| Saturday | 8:00-10:00am | Conference Registration |
|  | 8:00-8:50am | XII-Concurrent Sessions and Roundtables |
|  | 9:00-9:50am | XIII-Concurrent Sessions and Roundtables |
|  | 10:00-11:30am | SRATE General Session: Business Meeting |
|  |  |  |
|  |  | *SUGGESTION: SUBSTITUTE ONE CONCURRENT SESSION FOR A SPECIAL FUNCTION PANEL* |
|  |  |  |
|  |  | \*Included in the conference registration fee |

**SRATE Annual Conference Hospitality**

SRATE annual conferences are noted for their friendly and hospitable atmospheres. Participants look forward to seeing old acquaintances and making new friends while being stimulated to think about important topics related to teacher education. Thus, the functions assigned to the Hospitality Committee are vital to the success of the annual conference. In general, these duties focus on adding the finishing touches, making the annual conference memorable.

***Decorations***

Each general session usually involves at least one meal, so table decorations are necessary. The decorations can be simple and low cost yet add to the ambience. Often the hotel will have basic decorations (mirror circles, candles and holders, etc.) that can be used alone or augmented consistent with the geographic location or conference theme. Often the centerpieces double as door prizes. Some possibilities include using mugs filled with regional items, dried or silk arrangements, balloons, etc. University or student groups can create the decorations.

Attention should also be given to the appearance of the head table using decorations similar to the decorations on the other tables or purchased/donated floral arrangements. These decorations can serve double duty and be used for the president’s reception or other functions as well. NOTE: Be sure to inquire if there is a fee for hotel decorations.

***Reception (OPTIONAL)***

It has recently become tradition for the SRATE President to host a reception prior to the first general session. This function may involve snacks ordered from the hotel or prepared by committee members. If public hotel space is used, careful attention should be paid to the selection of items and to the negotiations for the cash bar. Generally, the reception lasts only one hour.

Additionally in recent years holding an ‘Early Bird” event, on Wednesday for individuals who arrive early, has become an enjoyable part of SRATE annual conferences. This event is much smaller than the President’s reception and may be dinner at a local restaurant with individuals paying for their own meals. Announcements should be sent to registrants in advance of the annual conference. Most often, attendees include board members and their significant others who need to arrive early for the Thursday morning Board of Directors meeting. However, it is an opportunity to encourage hotel room nights by extending the invitation to all conference participants. If the group is expected to be larger than eight, the restaurant should be notified well in advance to expect an unknown number of guests arrive at different times. If a large group event is envisioned, invitations should go out early enough for participants to arrange their travel plans accordingly. A line for attending the “Early Bird” event may be placed on the conference registration form.

***Registration***

Part of being hospitable means staffing the registration area with smiling, knowledgeable people. Having tasks related to registration completed in advance (packets stuffed, name tags printed, ribbons attached, etc.) expedites the process. A work schedule is needed to ensure that the registration area is staffed at all times.

Watts Scholars, local teacher education students, host unit members, and planning committee members can be recruited to staff registration area. Usually registration opens on Wednesday evening for a brief period and remains open all day on Thursday and Friday. Information needed in this area includes: (1) restaurants and nights spots, (2) local events, (3) tours, (4) hotel services, (5) transportation, etc. This information usually can be obtained from the Visitors’ Center, Chamber of Commerce, hotel, and/or local merchants.

**Name tags** should be computer-generated for all pre-registrants, sponsors, exhibitors, and guests with extras will be needed for on-site registrants. Ribbons identifying presenters, presiders, officers, board members, and past presidents should be on hand (and preferably attached to name tags) for these individuals. In addition, both the state unit and SRATE logos should be visible and included in registration envelope.

Registration forms for conference participants should include the attendee’s name, institution, email, telephone numbers, and registration status of member, retired, or student. For meal planning, it is extremely helpful to have attendees mark meat or vegetarian for each of the meals, and, if planned, the “Early Bird” event. This information helps to provide a count for the meals. Many attendees do not come to the meal functions; they attend only their presentations. Allow space on the registration form for form of payment

***Note***: You may be charged a per payment fee if you select Paypal, the square, the cube, or Applepay methods of payment. Check with the ATE Executive Director for instructions when creating an account. Many educational institutions take a percentage of the money that flows through the accounts. If this occurs at your institution, you will need to include that information in your budget planning.

**SRATE Annual Conference Events**

***Pre- and Post-Conference Events***

Perhaps the most complex special events that occur at SRATE conference are those involving related organizations. It is common for the host unit to plan concurrent meetings and for ATE to plan special sessions or Board of Directors meetings to capitalize on the special room rates that have been negotiated. However, these events can become major challenges if contacts are not made early so that the conference schedule reflects the needs of these special events when hotel negotiations are occurring. The scope of these types of events must be dictated by size of the hotel and available meeting space.

***Door Prizes***

Door prizes should be secured from local merchants, state educational institutions, and other vendors and donors. Securing sponsors to donate a major item is extremely helpful. A careful system for determining the “winners” should be arranged in advance so that the process does not cause general sessions to exceed their time limits.

***Entertainment***

Entertainment is sometimes included in general session. Potential sources of free entertainment include local school or community choral groups or talented students from nearby teacher education institutions. Since entertainment is not a critical component of the program and much effort is needed to make the arrangements, alternative means of securing funds should be used to pay for entertainment. However, it is appropriate for SRATE to make a “contribution” to a group that has provided free entertainment.

***Sponsors***

Although all planning committee members should assist in the solicitation of sponsors, the special events committee has the duty of seeing that the sponsors receive “VIP” treatment during the annual conference. Committee members may serve as guides or hosts during the annual conference by providing transportation, serving as a dinner companion, or other such functions.

***Exhibits***

Exhibits also come under the heading of special events. Soliciting, scheduling, and determining fees for exhibitors are necessary tasks. The income from exhibitors can greatly enhance conference profits so the times and energy expended is worthwhile. Usually the fee obtained from exhibitors includes an ad published in the program booklet.

**SRATE Annual Conference Awards**

It is customary for one of the general sessions (usually the Friday lunch) to include the presentation of awards. Although the SRATE Awards Committee oversees the selection of recipients other than the Watts Scholars, the SRATE executive secretary will procure the plaques and coordinate distributing the awards during the session. The SRATE President-elect often presents the outgoing SRATE President with a gift or certificate of appreciation, either at the last general session or at the annual business meeting. The President presents a ceremonial gavel provided by the SRATE Executive Secretary and Board of Directors to the President-elect.

Please note: Only SRATE Awards are presented during the SRATE Conference. The host state should either suspend their annual awards for one year or select another time to present their state unit awards.

**SRATE Annual Conference Budget**

***Preliminary Budget***

The SRATE annual conference is a fund raising activity. Thus, careful financial planning is needed in hosting a successful and profitable conference. Developing a preliminary budget should occur at the earliest stages of the planning process. The SRATE Board of Directors sets all registration fees. The planning committee negotiates the hotel price with the selected hotel or conference site. Working with the ATE ADS Conference Coordinator is a usually the way to secure the lowest room rates required room nights, and committed food expenses.

This budget impacts the funding that can be allocated to meal functions, decorations, printing, publicity, and other aspects of the conference. Once hotel negotiations are completed and fees are set, the preliminary budget can be finalized. This budget is presented to the SRATE board of directors for approval at the annual conference a year before the conference. The Planning Committee must operate within the budget that is developed and approved. Since the only conference operating capital available prior to the receipt of registration fees is the seed money (approximately $500.00) which must be requested from the SRATE Executive Secretary, plans must be made for covering initial expenses (e.g., Invitational Reception, printing the Call for Proposals, etc.) with state unit funds. During the planning stages of many conferences in the past, committee members have secured in-kind contributions or donations from their educational institutions to cover some printing, mailing costs, and/or conference bags. Please see the section for fundraising for additional information.

***Record Keeping***

The Chair or one other member of the SRATE annual conference planning committee (unit treasurer) should become the financial manager for all conference funds. It is usually best to open a separate bank account for the conference with provisions that two persons are authorized to access the account. Detailed records should be kept of all income and expenditures for the conference. These records will facilitate the preparation of the preliminary and final budgets as well as the final accounting of all conference funds.

***Final Accounting***

When all expenses have been met and all checks have been cleared, a final accounting of the annual conference funds should be prepared for submission to the SRATE Board of Directors. Net income are those funds remaining and are divided equally (50%-50%) between the host unit and SRATE. (The seed money is reflected as both income and an expenditure since that amount must be returned to SRATE before the excess funds are divided.) Checks for the amount are sent to the SRATE executive secretary and the treasurer of the host unit. When these checks have cleared the bank account should be closed. The final accounting must be presented formally to the SRATE Board of Directors at the following year’s SRATE annual conference. However, the transfer of funds must be completed by the date of the ATE annual meeting held in February following the SRATE annual conference.

**SAMPLE**

**SRATE Annual Conference Budget Format**

**SRATE 20\_\_**

**Hosted by: (State Unit)**

**Final Conference Report**

**(Name of Conference Chair), Chair**

**(Date of submission)**

**1. Dates:**

**2. Location**:

**3. Sessions:** ## available time slots scheduled presented

 Roundtables

 Presentations

 Workshops

 **Total ## ##**

**INCOME**

**4. Registrants:**

 Regular ### @ $150.00 = $

 Regular (late) ## @ 165.00 =

 Retired/Students # @ 75.00 =

 Retired/Students (late) # @ 90.00 =

 TOTAL

 Guests Meals +

 **## TOTAL $**

**5. Ads:** (list by name, dates, fees)

(full ads @$1,000 each) $

 (half ads @$ 500 each)

 (quarter ads @ $250.00 each)

  **TOTAL $**

**6. Vendors:** (list by name, dates, fees)

 **TOTAL $**

**7. Seed Money** (list by name, dates, amounts)

 **TOTAL $**

**8. Total Income: $**

 +

 **TOTAL $**

**EXPENSES**

**9. Hotel Room Nights:**

 Required

Filled

 Complimentary room for three nights for SRATE Executive Secretary

 Complimentary room for two nights for SRATE President

Complimentary room for others (e.g. guest speakers) if negotiated in

 contract.

**10. Hotel Food Costs:**

 Required minimum $

Conference costs:

***Fees***

Thurs dinner; plates (for ###)

Fri lunch; buffet (for ###)

  **TOTAL $**

**11. Total Expenses:**

 Fees

Meals

AV

Name Tags

Conference Bags

 Ribbons

Program Booklets

Speaker Honoraria

Speaker Travel

 Reception Entertainment

Table Decorations

 Door Prizes/Gifts

 **TOTAL $**

**SUMMARY**

**12. Budget Summary:**

Income $

 Expenses -

 **TOTAL $**

 **Divided by two (half for SRATE and half for state) $**

**13. Correspondence (Thank you Notes):**

**SRATE Annual Conference Program Planning**

The task of planning the program is complex. However, through careful orchestration of the committee process and strict adherence to due dates, the details can be accomplished effectively. These tasks must be closely monitored by the planning committee chair.

***Selecting a Theme***

Selecting the theme is the responsibility of the conference planning committee. Theme selection is an undertaking that requires a creative spirit and an enlightened view. The theme should reflect an emerging issue relevant to all teacher educators, that is broad enough to allow for several “strands” or focal points that will maximize the number of topics that potential presenters might address. Art work chosen for the program booklet may reflect either the theme or the site or both.

***General Sessions and Speakers***

Traditionally, at least two general sessions have been a part of the SRATE annual conference. One general session is scheduled on Thursday evening as a keynote speaker during the dinner and the other general session is scheduled on Friday or Saturday morning. The Friday speaker(s) may or may not be part of the Awards luncheon. One viable alternative is scheduling a panel discussion during Friday morning to reduce the length of the Awards luncheon. General session speakers should be selected for their knowledge of the topic related to the theme as well as their ability to hold the attention of the audience. If at all possible, paying fees for speakers should be avoided. Travel costs and one night hotel accommodations typically are paid, although a complimentary room should be negotiated as part of the hotel contract. The following list provides ideas for potential speakers:

* + State Governor
	+ State Senators or Representatives
	+ University/College Presidents
	+ Department of Education representatives
	+ Local/Regional State Teacher of the Year
	+ Education related grant recipients
	+ Educators from exemplary P-12 schools/school districts
	+ Community leaders who work with P-12th grade students
	+ ATE officers
	+ Researchers/writers from teacher preparation programs
	+ Previous SRATE officers

Each general session should be carefully scripted to ensure that the time allotted is wisely utilized. Individuals who will be guests at the head tables must be identified and invited. Traditionally, the SRATE President chairs each session, and the Executive Secretary, President-elect, President-elect-elect, immediate Past-President, and annual conference chair sit at the head table. The conference chair is responsible for providing the current SRATE President with a copy of the script accompanied with timeframes and introductory comments about the guest speakers. It is important to keep the SRATE President informed.

***Presenters and Presiders***

Selecting an array of well-prepared presenters for concurrent sessions is essential to the success of the annual conference. After initial review of each proposal, the submission should be reviewed by two reviewers.

It is imperative for the program chair to maintain a log accounting for this process:

1. proposal is received;
2. proposal is coded and submitter’s name is deleted;
3. proposal sent to reviewers with rubric;
4. submitter is notified of receipt of proposal;
5. reviewers return rubrics;
6. proposals are categorized as accept, accept if space permits, or reject;
7. number of proposals selected as determined by space available;
8. submitters notified of acceptance/rejection;
9. accepted submitters are asked to confirm that they will present;
10. program booklet copy prepared;
11. submitters notified of times/locations of presentations; since cancellations will occur, it is wise to hold several proposals or alert submitters that they will be scheduled as space becomes available. The number of sessions that can be slotted for the program is determined by the space available and is a function of the scheduling process.

Having presiders during the concurrent sessions is a nice touch but not absolutely necessary. If presiders are to be used, they must be recruited and assigned to specific sessions. The Watts Scholars, graduate and undergraduate students in teacher education, and host unit members can serve as presiders to prepare each room, ensure that technology is ready, distribute handouts, and introduce the presenters at each session.

**SAMPLE**

**SRATE Annual Conference Call for Proposals**

**Call for Proposals 2012**

**Southeastern Regional Association of**

**Teacher Educators (SRATE)**

**59TH Annual Conference**

**Hosted by the Arkansas Association of Teacher Educators (ArATE)**

**DoubleTree Hotel Little Rock**

**424 West Markham Street**

**Little Rock, AR 72201**

**Hotel: 501.372.4371 Fax: 501.372.0518**

**http://www.doubletreelr.com/**

**October 25-27, 2012**



***Living and Learning across a Lifetime***

**Proposal Submission Due Date:**

**June 30, 2012**

**SRATE and ArATE invite you to submit a proposal to SRATE 2012**

 ***Living and Learning across a Lifetime***

**Thematic Strands:**

* ***School, College, and Career Readiness***
* ***Teacher Effectiveness and Retention in the Profession***
* ***Social Justice in a Culturally Pluralistic World***
* ***Technology and Lifelong Learning***
* ***Factors in Learning for All Ages***
* ***Educational Policy and Lifelong Learning***

**A. Presentation Title:** Title as it should appear in the program (15 word limit)

**B. Presenter Information:**

**1. Lead Presenter:** name, title, institution, address, home/office phone number, fax, email

1. **Co-Presenters:** name, title, institution, address, home/office phone number, fax, email

**C. Proposal Format:** All proposals are peer-reviewed. (Select one)

 **Thematic Paper/Research Sessions:**

Sessions will be organized across the conference by thematic strand(s) for 50 minutes per session.

 **Roundtable Sessions:**

Sessions will be organized consistently with thematic strands. Sessions will provide opportunities for participants to share methods, programs of interest to teacher educators through posters, technology assisted presentations, pictures, brochures, or other artifacts that promote discussion and interactions among conference participants. (50 minutes per individual presentation).

**D. Subject Descriptors:** Identify the conference thematic strand for the presentation. Include three, one

 or two word descriptors for the subject index.

**E. Presentation Abstract:**  Include session objectives, content description, and scholarly references

 (250 word limit).

**F. Presentation Style and Audience Participation**-(100 word limit).

**G. Conference Strand(s) Connection(s):** Describe relationship between your proposal content and the

 appropriate thematic strand(s) (100 word limit).

**H. Conference Program Summary: Write 50 words or less that will appear in the conference**

 **program:** Describe the content of the session to aid attendees in selecting topics relevant to their

interests. Proposals that do not include this summary or go beyond the 50-word limit may not be

 considered. **Your summary may be edited by the Program Committee prior to the conference**.

**I. Technology Needs:** Projectors provided for thematic sessions; projectors not provided for roundtables.

**The lead presenter** will be notified regarding the acceptance status by **September 1, 2012.** It is the responsibility of the lead presenter to forward all correspondence to all co-presenters. Only presenters pre-registered for the conference will be listed in the program booklet.

**Submit all proposal materials ELECTRONICALLY through the ArATE website:**

**http://www.arkansasate.org/conferences.html Deadline for Submission is June 30, 2012**

**For more information contact: Nancy P. Gallavan srate2012@uca.edu**

**SAMPLE**

**2012 SRATE Conference Proposal Template**

1. **Presentation Title: (15 word limit)**
2. **Contact Information:**

**Lead Presenter:**

Last Name: First Name: Title:

Institution:

Address: City: State: Zip:

Home/Cell telephone number: Work telephone number:

Fax number: Email address:

**Presenter #2:**

Last Name: First Name: Title:

Institution:

Address: City: State: Zip:

Home/Cell telephone number: Work telephone number:

Fax number: Email address:

**Presenter #3:**

Last Name: First Name: Title:

Institution:

Address: City: State: Zip:

Home/Cell telephone number: Work telephone number:

Fax number: Email address:

**Presenter #4:**

Last Name: First Name: Title:

Institution:

Address: City: State: Zip:

Home/Cell telephone number: Work telephone number:

Fax number: Email address:

**Insert the same information for each additional presenter for this proposal.**

**C. Proposal Format-Mark one box only.**

Thematic Paper/Research Session Roundtable Session

**D. Subject Descriptors-Insert three words or short phrases.**

#1

#2

#3

**E. Presentation Abstract-Include session objectives, content description, and scholarly**

 **references (250 word limit).**

**F. Presentation Style and Audience Participation (100 word limit).**

**G. Conference Strand(s) Connection (100 word limit).**

**H. Conference Program Summary (50 word limit).**

**Submit all proposal materials ELECTRONICALLY to srate2012@uca.edu**

**Deadline for Submission is June 30, 2012**

**For more information contact: Nancy P. Gallavan** **ngallavan@uca.edu** **OR srate2012@uca.edu**

**ArATE web site: http://www.arkansasate.org/conferences.html**

**SRATE web site: http://www.srate.org/**

**SAMPLE**

**SRATE Annual Conference Call for Proposals Review Rubric**

**Proposal Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**: Please rate the proposal using the criteria listed here. The rating scale ranges from 5 (high) to 1 (low). Use explanatory comments when needed to clarify your rating.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criterion | 5 | 4 | 3 | 2 | 1 |
| Relevance to SRATE annual conference theme |  |  |  |  |  |
| Significance of topic to teacher education |  |  |  |  |  |
| Potential appeal to participants |  |  |  |  |  |
| Quality of rationale underlying the proposal |  |  |  |  |  |
| Appropriate audience participation activities  |  |  |  |  |  |
| Quality of proposal in relation to other proposals |  |  |  |  |  |

Total points:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation:

 Definitely accept\_\_\_\_\_\_\_\_\_

 Accept if space is available\_\_\_\_\_\_\_\_\_

 Reject\_\_\_\_\_\_\_\_

 Other\_\_\_\_\_\_\_\_, please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE**

**SRATE Registration Form**

**Southeastern Regional Association of Teacher Educators (SRATE)**

***Living and Learning across a Lifetime***

**59th Annual Conference Registration Form**

**Hosted by Arkansas Association of Teacher Educators ArATE**

**DoubleTree Hotel Little Rock October 25-27, 2012**

Pre-registration Due Date is October 1, 2012.

All presenters must pre-register to be included in the conference program.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration includes: Sessions, Speakers, Dinner (*Thursday*), and Awards Luncheon (*Friday*)

PLUS optional low-cost trips ($2.00 each) to the Clinton Library and Heifer International.

 Regular Registration: Submitted or Postmarked by October 1, 2012 $150.00

 Submitted or Postmarked after October 1, 2012 $165.00

Dinner (*Thurs*) meat vegetarian

Awards Luncheon (*Fri*) meat vegetarian

Student or Retired: Submitted or Postmarked by October 1, 2012 $ 75.00

 Submitted or Postmarked after October 1, 2012 $ 90.00

Dinner (*Thurs*) meat vegetarian

Awards Luncheon (*Fri*) meat vegetarian

Additional Guests: Number of additional tickets \_\_\_\_\_\_\_\_

Dinner (*Thurs*, $50 each) meat vegetarian

Awards Luncheon (*Fri*, $30 each) meat vegetarian

 Total Amount Submitted $ \_\_\_\_\_\_\_\_\_

Trip to William J. Clinton Center, Library, and Museum-*Thursday afternoon* (no charge)\*

Trip to Heifer International, Village, and Shop-*Friday afternoon* (no charge)\*

Please mark if you plan to attend; we need a count of people wanting to attend each event.

\*Each event will require you to pay $2.00 at that time to ride the Trolley roundtrip.

Payment Information: Make your check payable to ArATE

Submission by mail: Print, complete, copy, and mail form with your signed check to…

 Dr. Nancy P. Gallavan

 University of Central Arkansas

1. Donaghey Avenue; MASH 114

 Conway, AR 72035

 ngallavan@uca.edu or srate2012@uca.edu

 501.450.5497 ArATE: http://www.arkansasate.org/conferences.html

***Registration confirmation will be sent via email once fees are received.***

***$25 refunds are available until October 10, 2012; no refunds are available after October 10, 2012*.**

**SAMPLE**

**SRATE Annual Conference Schedule**

NOTE: Days of the week may vary based on negotiated days of the contract AND approval by the SRATE Board of Directors.

Preparing the schedule is vital to the annual conference planning process. Events must be organized in terms of time “slots” that are allotted to each usable space.

The following step-by-step approach is helpful:

1. Prepare a schedule representing the entire conference.
2. Indicate the function schedule for each time “slot” in each room
3. Count the number of “slots” allotted for concurrent sessions to determine the number of proposals to accept
4. Prepare a schedule for each room.
5. Prepare room setup sheets that indicate room arrangements and technology for the hotel or conference site. It is often expedient to schedule all Internet heavy presentations in one or two rooms to limit the cost of Internet access.
6. Do not schedule all of the presentations concerning a single theme at the same time. Try to schedule a presentation related to each aspect of the theme during each time period.

**SAMPLE**

 **SRATE Annual Conference Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day/****Date** | **Time/****Function** | **Room** | **Room** | **Room** | **Room** |
| **Wed****Oct \_\_** | 11:00am-7:00pmConference preparation | 123 |  |  |  |
|  | 2:00-7:00pmConference Registration | Lobby |  |  |  |
|  | 6:00pmEarly Bird Dinner | Lobby |  |  |  |
| **Thurs****Oct \_\_** | 8:00-11:30amSRATE Board of Directors | Board Room |  |  |  |
|  | 8:00am-6:00pmConference preparation | 123 |  |  |  |
|  | 11:00am-6:00pmConference Registration | Lobby |  |  |  |
|  | 12:00-12:50pm I Concurrent Sessions | I-1 | I-2 | I-3 | I-4 |
|  | 1:00-1:50pm II Concurrent Sessions | II-5 | II-6 | II-7 | II-8 |
|  | 2:00-2:50pm  III Concurrent Sessions | III-9 | III-10 |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 3:00-3:20pm IV Concurrent Sessions |  |  |  |  |
|  | 4:00-4:20pmV Concurrent Sessions |  |  |  |  |
|  | 5:30-6:30pmPresident’s Reception | Small Ballroom |
|  | 6:30-8:30pmDinner  | Large Ballroom |
| **Fri****Oct \_\_** | 7:00am-5:00pmConference preparation | 123 |  |  |  |
|  | 7:00am-5:00pmConference Registration | Lobby |  |  |  |
|  | 8:00-8:50am VI Concurrent Sessions |  |  |  |  |
|  | 9:00-9:50am VII Concurrent Sessions |  |  |  |  |
|  | 10:00-10:50am VIII Concurrent Sessions |  |  |  |  |
|  | 11:00am-1:20pmAwards Luncheon | Large Ballroom |
|  | 1:30-2:20pm IX Concurrent Sessions |  |  |  |  |
|  | 2:30-3:20pm X Concurrent Sessions |  |  |  |  |
|  | 3:30-4:20pm XI Concurrent Sessions |  |  |  |  |
|  | 5:00-7:30pm Special Event |  |
|  | ORDinner On Own |  |
| **Sat****Oct \_\_** | 7:00am-3:00pmConference preparation | 123 |  |  |  |
|  | 7:00am NoonConference Registration | Lobby |  |  |  |
|  | 8:00-8:50amXII Concurrent Sessions |  |  |  |  |
|  | 9:00-9:50am XIII Concurrent Sessions |  |  |  |  |
|  | 10:00-11:30am SRATEBusiness Meeting | Small Ballroom |

**SAMPLE**

**SRATE Annual Conference Program**

Program booklet components include:

1. front cover (outside)-include artwork related to annual conference theme or location
2. front cover (inside)-ad from sponsor
3. table of contents
4. SRATE description and officers
5. letter from SRATE President
6. letter from SRATE Executive Secretary
7. SRATE Past-Presidents (in reverse chronological order)
8. letter from SRATE Annual Conference chair/president-elect
9. SRATE Annual Conference committees and committee members
10. SRATE annual conference proposal reviewers
11. host state unit officers
12. SRATE annual conference At-A-Glance
13. concurrent sessions At-A-Glance (in a one-page matrix)
14. details of pre-conference events, i.e., Board of Directors meeting, workshops, etc.
15. Thursday concurrent sessions and roundtables (by time with abstracts and presenters)
16. Thursday Evening Reception
17. Thursday Evening Keynote Speaker
18. Friday Concurrent Sessions and Roundtables (by time with abstracts and presenters)
19. Friday Noon Awards Luncheon
20. Friday Evening Special Event
21. Saturday Concurrent Sessions and Roundtables (by time with abstracts and presenters)
22. Saturday SRATE Business Meeting Agenda
23. ads for next SRATE annual conference, ATE Summer Conference and Annual Meeting, state meetings, and other sponsors
24. index of speakers
25. SRATE Journal information
26. back cover (inside) Hotel Map (for easy reference)
27. back cover (outside) SRATE annual conference At-A-Glance (repeat of item 13)

The SRATE annual conference program booklet has varied in sized and format over the years. Probably cost factors should influence the design as much as anything. Prepare camera-ready copy for the printer. Formats that are most easily produced include full 8½ x 11 pages printed front to back with center staples. The choice of paper and the use of color also affect cost. When making decisions about printing the program booklet, it may be helpful to remember the program booklet serves attenders as a guide or map. Clarity is more important than fancy paper. Printing services should be selected based on cost estimates, ability to produce the program booklet in a relatively short time, and other support services such as graphics that can be used. Host units are encouraged to seek financial support from local universities and other agencies.

**SAMPLE**

**SRATE Annual Conference Thursday President’s Reception and**

**Keynote Speaker Dinner Schedule**

**President’s Reception**

5:30-6:30 p.m.

[Room]

Refreshments

Cash Bar (optional)

Entertainment (optional)

**Keynote Speaker Dinner**

6:30-8:30 p.m.

[Room]

**Presiding ……………………** [Name], SRATE President; Welcome

 Introduce SRATE Annual Conference Chair

**Welcome…………………….** [Name], SRATE Annual Conference Chair; Welcome

**Greetings**……………………. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dinner**

**Introduction………………..** [Name], SRATE Annual Conference Chair; Conference Planning

 Committee and Special Guests

**Introduction………………..** [Name], SRATE President; Introduce ATE Executive Director

**Greetings……………………** [Name], ATE Executive Director; (ATE Executive Director also

 introduces attending ATE Board of Directors Members (past and

 present) and ATE Presidents (past and present)

**Thank You………………….** [Name], SRATE President; Thank ATE Executive Director

**Speaker Introduction………** [Name], [Position] [University]

**Keynote Speaker…………**... [Name], [Position][University]

 Speaker Biography

**Thank You…………………..** [Name], SRATE President; Thank Speaker

**Announcements …….............** [Name], Conference Co-Chair; Entertainment; Table

 Decorations; Overview of Annual Conference Schedule;

 Adjournment

**SAMPLE**

**SRATE Annual Conference Friday Awards Luncheon Schedule**

11:00 am.-1:30pm

[Room]

**Presiding ……………………** [Name], SRATE President; Welcome

**Welcome…………………….** [Name], SRATE Annual Conference Chair; Welcome

**Greetings**…………………… \_\_\_\_\_\_\_\_

**Lunch**

**Introduction………………. .**[Name], SRATE Annual Conference Chair;

 SRATE Executive Secretary

**Awards……………………..** [Name], SRATE Executive Secretary

**Watts Scholars**………………………………….. [Name], [Position][University]

(host unit state scholars only) Names of Recipients [Universities]

**Professional Development Awards**…………….. [Name], [Position][University]

 **Baccalaureate Students**…………………..Names of Recipients

 **Post-Baccalaureate Students**…………….Names of Recipients

**Innovation in Teacher Education Awards**……... [Name], [Position][University]

 Names of Recipients

**Roy L. Lauter Distinguished Service Award**…… [Name], [Position][University]

 Names of Recipient

**Thank You………………….** [Name], SRATE President; Thanks SRATE Executive Director,

 Award Presenters, and Award Recipients

**Speaker Introduction………** [Name], [Position] [University]

**Keynote Speaker…………**... [Name], [Position][University]

 Speaker Biography

**Thank You…………………..** [Name], SRATE President

**Announcements …………….** Name], Conference Co-Chair; Entertainment; Table Decorations;

 Overview of Evening Special Event

**Door Prizes………………….** [Name], [Position][University]; explanation of procedure