



Call for Program Proposals

The Michigan Reading Association, an affiliate of the International Reading Association, invites you to submit a program proposal for the **55th Annual Michigan Reading Association Conference**

Pages of Tomorrow

Saturday, March 12—Monday, March 14, 2011
Amway Grand Plaza Hotel and DeVos Place Convention Center, Grand Rapids

Proposals must be postmarked no later than September 30, 2010

The Program Committee will consider all proposals submitted by the due date. Notification of the committee's decision will be sent no later than November 16, 2010. **The individual submitting the proposal is responsible for notifying co-presenters of the Program Committee's decision.**

Factors that tend to enhance a proposal:

- Relevance and interest of program to proposed audience and/or conference theme
- Clarity, conciseness, and coherence of proposal
- Timeliness of issues or topics
- Innovative ways of viewing more traditional issues
- Evidence of presenters' knowledge about current practices and/or research
- Specific and articulate program description that does not need editing

Factors that tend to disqualify a proposal:

- Promotion of commercial materials or programs
- Content not clearly related to literacy
- Failure to complete the proposal according to guidelines and format

PLEASE READ IMPORTANT DETAILS BELOW:

- **All presenters and co-presenters of accepted proposals MUST register and pay for the conference by December 31, 2010.**
- ***Failure of each presenter of the proposal to register for the conference by December 31, 2010 will result in the immediate cancellation of the scheduled session.***
- **Registered presenters and co-presenters who cancel following December 31, 2010 must submit their cancellation in writing and will be eligible for a 50% refund of the conference registration fees.**
- **Upon signing this proposal, it is also understood that presenters and co-presenters do not receive honoraria or reimbursement for travel, hotel or related expenses.**
- **Upon request, each presentation room will be equipped with an overhead projector and screen (see Page 2). Handouts and any additional A/V equipment, however, will be the responsibility of the presenters.**

All of the information on Page 2 of this Proposal Form must be **mailed or faxed** to the MRA Office, complete with presenters' signatures, by September 30, 2010. **Only signed Proposals will be accepted electronically.** Be sure to provide all requested information. Incomplete or partial proposals will not be accepted. We request that in addition to your faxed or mailed proposal, you submit electronically to the MRA office (mra@michiganreading.org) only your proposed session titles and presentation descriptions with presenters' names and contact information clearly stated to:

Michigan Reading Association
668 Three Mile Rd NW
Grand Rapids, MI 49544-8219
Fax: 616-647-9378

MRA PROGRAM PROPOSAL

SUBMISSION DEADLINE: POSTMARKED SEPTEMBER 30, 2010
(Separate proposal forms must be submitted for each presentation title.)

I (and any co-presenters of this proposal) understand that (1) MRA does not provide honoraria or expense reimbursement, (2) that upon acceptance of this proposal, all presenters and co-presenters for this presentation must register and pay for the conference by January 11, 2010. He/she must submit a cancellation in writing and will be eligible for a 50% refund of the paid conference registration fees.

* * * Please submit the following information as you would like it to appear in the conference program book * * *

I. Individual submitting proposal:

Name: _____
Institution/District: _____ Position: _____
Address: _____ City/State/Zip: _____
Day Phone: _____ Eve. Phone: _____ Fax: _____
E-mail: _____
Signed: _____ Date _____ / _____ / 2010

II. Co-presenters (limited to 3):

Name: _____ **Institution/District:** _____ **Position:** _____
Signature _____ **E-mail:** _____
Name: _____ **Institution/District:** _____ **Position:** _____
Signature _____ **E-mail:** _____
Name: _____ **Institution/District:** _____ **Position:** _____
Signature _____ **E-mail:** _____

III. Strand Focus (no more than 3):

<input type="checkbox"/> Administrative	<input type="checkbox"/> Literacy Instruction PK-3
<input type="checkbox"/> Adult Literacy	<input type="checkbox"/> Literacy Instruction 4-12
<input type="checkbox"/> Assessment	<input type="checkbox"/> Writing Instruction PK-3
<input type="checkbox"/> Coaching	<input type="checkbox"/> Writing Instruction 4-12
<input type="checkbox"/> Digital Literacy	<input type="checkbox"/> Teach Education
<input type="checkbox"/> Intervention	<input type="checkbox"/> ESL
(Title 1, RTI, R.R., ESL)	

IV. **Title of Presentation:** _____
Please limit your title to ten words or less.

V. **Description of Presentation:** Describe the content of your presentation in 60 words or less. This description will appear in the program book and will be edited if necessary. **Descriptions MUST be typed and e-mailed to MRA office with proposal.** Proposals submitted without a description are considered incomplete.

Description also submitted via e-mail on ____/____/2010 **E-mail address:** _____
E-mail address from which the description will be submitted.

VI. **Session Time (minutes):** ____ 45 ____ 75 **Willing to repeat?** ____

Day Preference (not guaranteed): ____ Saturday (3/12/2011) ____ Sunday (3/13/2011) ____ Monday (3/14/2010)

VII. **Audio-Visual:** An overhead projector/screen may be provided by MRA. If you intend to use this equipment, please check here ____.
If the presentation will be projected from a computer, presenters are required to bring their own data projector and computer.

VIII. **Room Set-Up:** All rooms will be set up *theater style* unless otherwise approved by the Conference Chair prior to September 30, 2010.

Please check box if you would like to receive an e-mail confirmation from the Michigan Reading Association office stating that your Program Proposal has been received. Confirmations will be sent by e-mail only, and will be sent to the e-mail address included in the Speaker information above. If you do not receive a confirmation within a week of submission, please contact the MRA office.