



# Call for Program Proposals

The Michigan Reading Association, an affiliate of the International Reading Association, invites you to submit a program proposal for the 53rd Annual Michigan Reading Association Conference

## *Bridges to Lifelong Literacy*

Saturday, March 14 - Monday, March 16, 2009

Amway Grand Plaza Hotel & DeVos Place Convention Center • Grand Rapids, Michigan

### **Proposals must be postmarked no later than September 30, 2008.**

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 17, 2008. 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.**
- ***Failure of each presenter of the proposal to register for the conference by January 12, 2009 will result in the immediate cancellation of the scheduled session.***
- **Presenters and co-presenters that cancel following January 12, 2009 must submit a 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.**
- **Each presentation room will be equipped with an overhead projector and screen. 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, 2008. It will not be accepted electronically. Be sure to provide all requested information. Incomplete or partial proposals will not be considered.

We request that, in addition to your faxed or mailed proposal, you submit electronically to the MRA office ([mra@michiganreading.org](mailto:mra@michiganreading.org)) only your proposed session titles and presentation descriptions with presenters' names and contact information clearly stated.

#### **Submit completed proposals to:**

Michigan Reading Association  
668 Three Mile Road NW, Suite C  
Grand Rapids, MI 49544-8219  
**Fax:** (616) 647-9378

# MRA PROGRAM PROPOSAL

SUBMISSION DEADLINE: POSTMARKED SEPTEMBER 30, 2008.

(Separate proposal forms must be submitted for each presentation title.)

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: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## II. Co-presenters (limited to 3):

Name: \_\_\_\_\_ Institution/District: \_\_\_\_\_ Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Institution/District: \_\_\_\_\_ Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Name: \_\_\_\_\_ Institution/District: \_\_\_\_\_ Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

## III. Of Primary Interest to:

\_\_\_\_ Pre-School  
\_\_\_\_ Early Elementary  
\_\_\_\_ Later Elementary  
\_\_\_\_ Middle School  
\_\_\_\_ High School  
\_\_\_\_ Researchers  
\_\_\_\_ Teacher Educators  
\_\_\_\_ Adult Educators  
\_\_\_\_ Literacy Coaches/Reading Specialists  
\_\_\_\_ Administrators  
\_\_\_\_ Title I Educators  
\_\_\_\_ Special Educators  
\_\_\_\_ Librarians/Media Specialists  
\_\_\_\_ Pre-Service Teachers

## IV. Specialized Focus (no more than three):

\_\_\_\_ Adolescent Literacy  
\_\_\_\_ Content Area Literacy  
\_\_\_\_ Reading Instruction  
\_\_\_\_ Writing Instruction  
\_\_\_\_ Author/Illustrator  
\_\_\_\_ After School Literacy  
\_\_\_\_ Technology  
\_\_\_\_ Family Literacy  
\_\_\_\_ Teacher Preparation/Professional Development  
\_\_\_\_ GLCE/HSCE  
\_\_\_\_ Assessment  
\_\_\_\_ Research  
\_\_\_\_ Administration  
\_\_\_\_ Adult Literacy  
\_\_\_\_ Legislative  
\_\_\_\_ Intervention  
\_\_\_\_ Reading Recovery  
\_\_\_\_ Reading First  
\_\_\_\_ MEAP/ACT/MME

## V. Title of Presentation: \_\_\_\_\_

Please limit your title to ten words or less.

**VI. 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.** PROPOSALS SUBMITTED WITHOUT A DESCRIPTION ARE CONSIDERED INCOMPLETE.

Description also submitted via email on: \_\_\_\_/\_\_\_\_/2008 **Email Address:** \_\_\_\_\_

Please provide the email address from which the description will be submitted.

**VII. Session Time (min):** \_\_\_\_ 45 \_\_\_\_ 75 **Willing to Repeat?:** \_\_\_\_

**Day Preference (not guaranteed) :** \_\_\_\_ Sat. (3/14/09) \_\_\_\_ Sun. (3/15/09) \_\_\_\_ Mon. (3/16/09)

**VIII. Audio Visual:** An overhead projector and screen will be provided. *Additional A/V equipment and handouts will be the responsibility of the presenters.*

**IX. Room Set-Up:** All rooms will be set up *theater style* unless otherwise approved by the Conference Chair prior to September 30, 2008.

**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 12, 2009. He/she must submit a cancellation in writing and will be eligible for a 50% refund of the paid conference registration fees.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/2008



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