



FEB. 19-21

Anaheim, CA

www.ciscsymposium.org

Conference Theme and Strands

This year's CISC Leadership Symposium theme is Ignite! Instruction, Inclusion, and Impact. The Symposium has always been a space for educators throughout California to connect, collaborate, and learn. This year, our strands are designed to be a call to action as we are looking for dynamic presentations that:

- Inspire transformation,
- Ignite leadership,
- Innovate teaching & learning, and
- Impact equity.

This year, we have two different opportunities for proposal submissions:

Session Presenter

Each session will be 60 minutes long. These will follow a traditional conference session format.

Roundtable Presenter

These will be smaller, more intimate settings where presenters will be asked to prepare approximately 15 minutes of content on a topic they are interested in getting feedback on or engaging in conversation around. After 15 minutes of presenting to their table, a host will guide a conversation around the topic for the remainder of the hour.

Important Dates for Proposal Submissions

Call for Presenters Opens	August 5, 2024
Call for Presenters Closes	September 6, 2024
Review Period	September 9-26, 2024
Notice of Acceptance or Decline Sent	September 27, 2024
Presenter Agreement Deadline	October 18, 2024
Deadline to Submit Presenter Information Changes	January 31, 2025
Required Presenter Zoom Sessions (lead presenter must attend one session) Multiple Sessions will be offered in January.	Dates TBD
Deadline to Submit Presenter Information Changes	January 31, 2025
Support for Uploading Session Materials Ends	February 7, 2025

Submitting a Proposal

- Deadline to submit proposals is September 6, 2024 at 5:00 pm.
- Successful presentations and round tables will be allotted a 60-minute session.
- The main presenter will be responsible for managing the submission process, including all communication regarding the session after submission and acceptance.
- All correspondence regarding session details and preparation will be sent via email to the main presenter.

Session Logistics

- Breakout rooms will be equipped with an LCD projector and screen, HDMI connector, small speakers, and head table for three. Any other audiovisual equipment must be provided by the presenter, including any connection necessary for your device. Each presenter will be responsible for bringing their own device for presenting.
- Presenters are responsible for providing their own handouts and materials. All materials and content presented should not infringe or violate any copyright, trademark, patent or intellectual property rights of any person or entity. Presenters are responsible for uploading their own materials/handouts to the event platform.
- All sessions will be 60 minutes.
- Each Session will have a Room Host.
 - » For Session Presentations, the Room Host will help assure the room is set up, will take a headcount, and will be a timekeeper for the presenters. They will usher the audience in and out and will close the door if the room is full.
 - » For Round Tables, the Table Host will help facilitate conversation and will close the table once full.

Submission Questions

All presenters will be asked to submit name, email, county, job title, organization, and biography. The primary presenter will also be asked to provide a cell phone number.

Session Presenter

- Title of Session (60 character limit including spaces)
- Presentation Description (2,000 characters) Describe what attendees can expect to learn, and what they will take away from your session. This will be the description used in the conference program.
- Expected Learning Outcomes (600 character limit)
- Which strand does your presentation most closely align with?
 - » Inspire Transformation
 - » Ignite Leadership
 - » Innovate Teaching and Learning
 - » Impact Equity
- Does this session include student voice?
 - » If you answered yes, how will your session include and uplift student voice? (600 character limit)
- Does this presentation include a partner who is not from a county office or school district?
 - » If so, please list the name of the organization.

Roundtable Presenter

- Title of Session (60 character limit including spaces)
- Presentation Description (2,000 characters) Describe what attendees can expect to learn, and what they will take away from your session. This will be the description used in the conference program.
- Which strand does your presentation most closely align with?
 - » Inspire Transformation
 - » Ignite Leadership
 - » Innovate Teaching and Learning
 - » Impact Equity

Questions About the Submission Process?
2025CISCSymposium@fcoe.org OR (559) 774-6325

Presenter Benefits

Though there is no presenter discount available, benefits to presenting at the CISC Leadership Symposium include being recognized as an expert and connecting with new audiences.

Policies

- All presenters and co-presenters must register for the conference.
- There are no presenter registration discounts available. Presenters will be notified of acceptance in time to register with the Early Bird discount.
- Sale of products is prohibited in conference sessions. If you will be sharing examples of proprietary work as part of your presentation, please supplement the examples with additional projects that you (or your organization) did not have a role in producing. Doing so alleviates the perception of self-promotion and participants also enjoy learning about projects you represent.
- Notice of Photography & Filming- You acknowledge by submitting your proposal that you have been informed that all presenters may be photographed and recorded as part of the release in video and/or any and all media now known or hereafter devised, in perpetuity, throughout the universe and the advertising and publicity thereof. Further, all presenters grant permission for their likeness and voice to be included therein without compensation, credit or other consideration.
- Presenters are subject to the same cancellation and refund policies as those that apply to all attendees.
- Presenters agree to attend a one-hour zoom prep session in January 2025.

Selection Process

- All proposals submitted will be reviewed by the CISC Symposium Conference Committee and other volunteer educators. Each submission will be reviewed and scored by three reviewers.
- Decisions are based on an averaged proposal score from multiple committee graders, as well as a balance of critical topic areas, strand balance, presenter role, and representation across CA regions.
- Proposals are graded based solely on the information provided through the submission process.

Grading Criteria

- » **10 points:** Proposal is aligned to the conference theme - Ignite! Instruction, Inclusion, Impact - and includes timely and meaningful content.
- » **5 points:** Content is appropriate for the symposium audience.
- » **10 points:** Proposal has a descriptive title, clearly stated purpose, and identified implications for the field.
- » **10 points:** Session outcomes are clearly articulated and demonstrate an understanding of how to appropriately engage the intended audience.
- » **Bonus Points (up to 5):** Awarded for the inclusion of student voice, unique proposals, or cross-representation of county offices and districts/schools.