**By submitting this workshop proposal, you and all co-presenters and panelists agree to the Rules of Participation, and if accepted, AMS Presenter Policies. Please review these important items before submitting a proposal for consideration.**

**Qualifications for Presenters**

Individuals submitting proposals must meet the following qualifications:

* **For topics related to Montessori curriculum:** Credential/s at level of target audience/s and minimum of 3 years of experience in Montessori classroom at level/s of target audience/s.
* **For topics related to administration:** Minimum of 5 years of experience as an administrator in a Montessori school, or as an administrator/instructor in a teacher education program, or as a professional on the topic.
* **For workshops on theory and/or information related to specialized fields:** Appropriate degree/s and minimum of 5 years of experience in field of topic.
* **For research sessions:** Experience conducting and presenting research in a professional environment, as well as a postgraduate degree and/or supervision by a faculty advisor in a university setting.

**Rules of Participation:**

* Proposals must be submitted online, using this form, by April 30, 2019 at 11:59 PM (ET)
* Main Presenter must have experience teaching adult learners or presenting in public presentations (e.g., at regional conferences, teacher education programs, universities, etc.).
* Workshops/events may vary in length depending on the chosen format of each session. The length of the proposed workshop must be at least 45 minutes and accommodate any number of attendees (a minimum of 70 attendees). E.g., workshops may be 45 – 90 minutes; Intensives/Learning Labs are 2 – 4 hours.
* All presenters must be included on this form. Presenters cannot be added after the proposal has been submitted, unless approved by the AMS Director of Events. If this workshop is a panel, panelists must be entered in the space indicated on the submission form.
* A maximum of 2 proposals may be submitted by any individual, either as a primary author, a co-author, or a panelist.
* Proposals for commercial purposes will not be accepted.
* Presenters are not permitted to advertise or promote any products or services.

**AMS Presenter Policies:**

* Authors who receive an acceptance email from AMS must respond by the date specified or their opportunity to present will be forfeited.
* Accepted presenters grant permission to AMS to record their session for purposes of sales and information archives.
* Accepted presenters grant permission to AMS to photograph and or videotape them at the conference for marketing purposes.
* Accepted presenters must be available to present on any day during the conference, at any time, as determined by the Program Selection Committee. For Intensive Workshops, presenters may be asked to present during pre-conference events.
* Accepted workshops receive up to 2 complimentary full conference registrations, to be used by presenters or panelists participating in that workshop and included in this proposal. Complimentary registrations are not transferable and do not apply to presenters added later.
* AV and room set-up requests will be collected after acceptance. Requested equipment is subject to approval and availability, and will be confirmed by AMS. Laptops, computer power cords, and adapters must be provided by the presenter. Any fees incurred for requests or changes on-site will be the responsibility of the presenter.
* No person under age 18, including infants and toddlers either handheld or in carriers, will be permitted at the conference/Exhibit Hall (unless part of the program).

**Author Information:**

Enter your information below and share how your background contributes to your expertise in the topic for which you are submitting a proposal. You’ll have an opportunity to add additional presenters on the next page.

Panelists are not considered presenters; do not add them on this page. You will be asked for panelist names after selecting the “Panel” presentation type.

\* Indicates a required field.

|  |  |
| --- | --- |
| Name (First and Last)\* |  |
| Cell Phone\* |  |
| Email Address\* |  |
| Alternate Email Address |  |
| Address\* |  |
| Current Job Title\* |  |
| Organization/Place of Current Employment\* |  |
| What degrees do you hold, and in what field(s) of study? (e.g., MA Education) |  |
| What Montessori credential(s) do you hold? Please list the year, level, and organization from which credential(s) were issued. If you do not hold a Montessori credential, please enter N/A.\*(e.g., 2007, Infant & Toddler, AMS) |  |
| Describe your lead teaching experience in the Montessori classroom. Include classroom level and years of teaching experience (e.g., I&T, 2003 – 2018). |  |
| List the names of any conferences/workshops/webinars, including previous AMS events, where you have presented to adults.\*(e.g., The Montessori Event 2019, “How to write proposal”) |  |
| Is there anything else you’d like to share with the Proposal Reviewers? |  |

**Presentation Information:**

Select the category your presentation is best suited for. All presentations must be appropriate for 70 - 400 attendees.

1. **Workshop:** a traditional 45 – 90 minute presentation with specific learner outcomes.
2. **Learning Lab Workshop:** an intensive workshop, with specific learner outcomes, that explores its topic in-depth. Learning labs may be 2 – 4 hours in length and may be offered as pre-conference sessions.
3. **Hands-On Workshop:** workshop that allows for interactive learning and attendee participation
4. **Research Workshop:** session based on research by the presenter
5. **Panel:** a focused discussion followed by Q&A, hosted by a facilitator who introduces panelists and topic, keeping discussion focused and moving
6. **Networking session:** facilitated time for attendees with similar interests to network
7. **Campfire Session:** facilitator welcomes attendees and frames a key question. Core of the session involves breaking into small discussion groups to explore the key question. At the end of the session, attendees are invited to share insights or other results from their conversations with the rest of the large group.

**Complete this section for all categories**

|  |  |
| --- | --- |
| Title\* |  |
| Detailed Description (Max. 300 words)\* |  |
| Summary (Max. 100 words)\* |  |
| Goals & Outcomes (Max. 100 words)\* |  |
| How will this workshop include interaction with attendees?\* |  |
| Ideal room setup? (We cannot guarantee requested setups.) |  |
| Are you willing for your workshop session to be livestreamed? |  |
| Would you be willing to repeat this workshop a second time during the event? This may mean staying for Sunday morning sessions. |  |
| What is your preferred length of time for this workshop? (Options: 45 minutes, 75 minutes, 90 minutes, 2+ hours) |  |
| In what language would you prefer to present this workshop? If we are not able to accommodate your preferred language, how would you feel about presenting it in English? |  |

**Complete this section if you selected Panel**

|  |  |
| --- | --- |
| List of Panelists (Please include their names, and credentials that are relevant to the panel topic).\* |  |

**Complete this section if you selected Research Workshop**

|  |  |
| --- | --- |
| What are your research questions, and what literature do you draw on for your study? (100 words)\* |  |
| Describe your research methods in detail. (300 words)\* |  |
| Provide a summary of your findings. (300 words)\* |  |

 **Complete this section if you selected Hands-On Workshop**

|  |  |
| --- | --- |
| Describe the hands-on, interactive aspect of this workshop. What, specifically, will attendees be invited to do?\*  |  |

**Submission Questions**

**Presentation Target Audience:**

Please exercise care in selecting the target audience – be certain your workshop applies to those selected, and that presenter(s) hold appropriate qualifications for target groups. Very few topics apply to all.

[ ] Infant & Toddler teachers

[ ] Early Childhood teachers

[ ] Elementary I teachers

[ ] Elementary II teachers

[ ] Secondary I teachers

[ ] Secondary II teachers

[ ] Those that work at a public school

[ ] Administrators

[ ] Teacher Educators

[ ] My target audience isn't represented here (please specify the category below).

|  |  |
| --- | --- |
| If your target audience was not represented amongst the submission categories above, please specify who your workshop is for: |  |
| Please select the 1 level that most represents your proposal's content (you must hold a credential in this level for your workshop to be considered)\* | [ ] Infant & Toddler teachers[ ] Early Childhood teachers[ ] Elementary I teachers[ ] Elementary II teachers[ ] Secondary I teachers[ ] Secondary II teachers[ ] Administrators[ ] N/A (My workshop is a general topic not geared toward a specific level) |

**Presentation topic:**

[ ] Refresher workshops on Montessori curriculum areas, materials, and lessons

[ ] Public Policy and advocacy

[ ] Social justice and diversity

[ ] Montessori Philosophy

[ ] Classroom Leadership

[ ] Specialized Content Areas: art; music; physical education; foreign language, environmental and global education

[ ] Socio-Emotional Development: Moral and spiritual growth; grace and courtesy; self- regulation; normalization

[ ] Montessori Inclusion/Learning Differences: dyslexia; ADHD; speech/language delays; developmental/physical disorders

[ ] School Leadership: faculty development/support; finance, fund development, marketing, admissions, etc.

[ ] Teacher Education Programs: Adult instruction; assessment; teacher transformation; staff development/support

[ ] Family Partnership: Home and school partnership; parent education

[ ] This networking session is on a general topic that is not curriculum specific.

[ ] This networking session is of international interest, and is not curriculum specific

|  |  |
| --- | --- |
| If your topic was not represented amongst the submission categories above, please specify your workshop topic: |  |
| If you have delivered this workshop at a previous AMS conference or in any other setting, please list where and when: |  |
| If this proposal is not accepted for the AMS Annual Conference, would you like it to be considered for a future AMS webinar? (Does not apply to networking sessions) Yes/No |  |

By submitting this proposal: a. I understand that if I am accepted as a presenter, I will receive e-mail notification from AMS in June or July; and that I must accept the invitation to present by the date specified in the e-mail or my opportunity to present will be forfeited. I understand that by accepting AMS’s invitation to present, I will be granting permission to AMS to record my session for purposes of sales (of MP3 downloads) and information archival.

**Complete this page for each co-presenter.**
By submitting this workshop proposal, you and all co-presenters and panelists agree to the Rules of Participation, and if accepted, AMS Presenter Policies. Please review these important items before submitting a proposal for consideration.

|  |  |
| --- | --- |
| Name (First and Last)\* |  |
| Cell Phone\* |  |
| Email Address\* |  |
| Alternate Email Address |  |
| Address\* |  |
| Current Job Title\* |  |
| Organization/Place of Current Employment\* |  |

|  |  |
| --- | --- |
| What degrees do you hold, and in what field(s) of study? (e.g., MA Education) |  |
| What Montessori credential(s) do you hold? Please list the year, level, and organization from which credential(s) were issued. If you do not hold a Montessori credential, please enter N/A.\*(e.g., 2007, Infant & Toddler, AMS) |  |
| Describe your lead teaching experience in the Montessori classroom. Include classroom level and years of teaching experience (e.g., I&T, 2003 – 2018). |  |
| List the names of any conferences/workshops/webinars, including previous AMS events, where you have presented to adults.\*(e.g., The Montessori Event 2019, “How to write proposal”) |  |
| Is there anything else you’d like to share with the Proposal Reviewers? |  |