



## Maine Parent Federation Celebrating the Family Conference

October 2 and 3, 2009

Wyndham Portland Airport Hotel, South Portland, Maine



### Conference Presentations

#### Request for Proposals Instruction Page

Maine Parent Federation is soliciting workshop proposals for our two day conference. The theme of the conference is *Celebrating the Family* and the primary audience is *parents and family members*. There are four strands for the conference: *early childhood, family support, parent involvement and special education*. We are inviting proposals that explore and enlighten in one or more of these areas. We ask that all proposals honor *the learning needs of adults and include components that appeal to all learners* (e.g. visual and auditory components, handouts and materials that support the presentation and activities that involve and engage the audience). All workshops are *90 minutes in length*.

**Deadline:** All proposals must be received no later than May 10, 2009

- All costs related to the presentation, including travel, lodging and handout materials are the sole responsibility of the presenter(s).
- AV equipment will be provided.
- The 2-day conference registration fee (which includes conference meals) will be waived for up to two presenters whose proposal is accepted.
- Proposal decisions will be made by the conference planning team. Decisions of the team are final. You will be notified no later than June 1, 2009, if your proposal has been accepted. If your proposal is accepted, MPF requires that you provide certain information and meet planning deadlines for the conference, including such things as: brief biographical information to include in the conference packet and timely response to emails, etc.
- We reserve the right to cancel any presentation if deemed appropriate by the planning team.

**For questions about this proposal or the application process, contact:**

Deborah Newcombe

Maine Parent Federation, PO Box 2067, Augusta, Maine 04338

1-800-870-7746 (Statewide) or 207-623-2144

[dnewcombe@mpf.org](mailto:dnewcombe@mpf.org)