



Three-Hour Workshop Proposal Guidelines

About Three-Hour Workshops

Three-hour workshops will take place on Wednesday afternoon, February 25. They require registration and an extra fee to attend. Presenters should design highly interactive workshops, providing notable takeaways and resources for attendees.

Keep in mind the following requirements as you prepare your three-hour workshop proposal:

- Presentation Title (100-character limit)
- Conference Track: Choose the track that most closely matches your intended outcome and audience:
 - **Governance:** Designed for trustees and heads of school, these workshops focus on all aspects of board governance, from board orientation to stewardship and beyond.
 - **Leadership:** Designed for heads and all academic and administrative leaders, these workshops focus on effective school leadership and professional development at all levels, including trustees, heads of school, midlevel leaders, and teacher-leaders.
 - **School Climate and Culture:** Designed to strengthen the strategy, policies, and programs related to inclusion and belonging work and well-being initiatives within and across the school. These workshops could include topics such as anti-bias work, learning support services, managing mental health issues, polarization, school culture, and more.
 - **School Operations:** Designed to support initiatives and roles that involve the day-to-day and strategic management of a school, these workshops discuss topics such as communications, advancement, enrollment, financial sustainability, facilities management, human resources, and more.
 - **Strategy and Innovation:** Designed to showcase original and inspired strategies and programs that solve myriad school challenges, these workshops could include noteworthy organizational innovations, teaching and learning approaches, inventive financial models, and solutions to perennial issues.

- **Teaching and Learning:** Designed to explore teaching and learning through a leadership lens, this track investigates practices and perspectives around topics like leading for curriculum implementation, pedagogy and engagement, neurodiversity and student support, technology and artificial intelligence (AI), assessment, peer coaching, and more.

Select up to two topical tags that best relate to the content of your workshop. These tags will help the organizers understand the relevance and importance of your proposal.

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| ❖ Advancement | ❖ Head of School Leadership |
| ❖ Adult Well-Being | ❖ Higher Education |
| ❖ Advancement | ❖ Human Resources (HR) |
| ❖ Anti-Bias | ❖ Instruction |
| ❖ Artificial Intelligence (AI) | ❖ Leadership Teams |
| ❖ Assessment | ❖ Learning Services |
| ❖ Auxiliary Programs | ❖ Mid-level Leadership |
| ❖ Board of Trustees | ❖ Neurodiversity |
| ❖ Coaching and Evaluation | ❖ Polarization |
| ❖ Communications | ❖ Professional Development |
| ❖ Crisis Management | ❖ School Culture |
| ❖ Curriculum | ❖ Social Justice |
| ❖ Data and Research | ❖ Social-Emotional Learning |
| ❖ Differentiation | ❖ Strategic Planning |
| ❖ Diversity Strategies | ❖ Student Support |
| ❖ Engagement/Classroom
Community | ❖ Student Well-Being |
| ❖ Enrollment Management | ❖ Talent Management and
Retention |
| ❖ Facilities Management | ❖ Teacher Leadership |
| ❖ Financial Models and
Sustainability | ❖ Technology |
| ❖ Future Trends | ❖ Vision, Mission, Values |
| | ❖ Other: _____ |

- Description (500-word limit): Explain the context of your session. Please include topics, intended audiences, facilitation techniques, research and data, and any other important information.
- Conference Program Abstract (100-word limit): This shorter description will appear on the website and in the program for marketing purposes. If your workshop only applies to specific groups, e.g., lower-school administrators, please include that here.
- Three Learning Objectives (20-word limit each)
- What is new and unique about your workshop? (50-word limit)
- Facilitation Experience and Biographies
- CV Upload (Optional)

- Target Audience (20-word limit)
- What school division does this workshop target?
 - lower school
 - middle school
 - upper school
- Agenda Outline: Include a working outline of how your workshop will unfold. Include time estimates for each portion.
- Interactivity Level: Is this workshop?
 - very interactive
 - somewhat interactive
 - a sit-and-learn session
- Engagement: Will you use any of the following techniques? Choose up to three:
 - case-study exercise
 - large-group discussion
 - role playing
 - hands-on activity
 - self-discovery exercise
 - small-group discussion
 - other
- Special Notes: Indicate any considerations not already included in your proposal.
- Does this workshop involve legal issues? Yes/No
- Is this workshop a panel presentation? Yes/No
- Would you be interested in participating or volunteering for any other conference programming?
 - Yes/No/Maybe