



# 2010 SkillsUSA University

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Request for Proposal  
to present at the  
SkillsUSA National Leadership  
and Skills Conference

June 23-25, 2010

Kansas City, Missouri

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# SkillsUSA University

## Request For Proposal - 2010

### Criteria

#### Selection Considerations:

A Program Review Committee will evaluate all proposals postmarked by February 21, 2010. Presentations that meet the following criteria will receive first consideration:

- § Workshop content that attracts students and teachers
- § Clarity of content (a specific outline of what will be covered)
- § Evidence of involvement in SkillsUSA at the local, regional, state or national levels
- § Written statement of intended learning outcome (behavioral or performance objective)
- § Session evaluation method

#### Session Scheduling:

Sessions will be scheduled for Wednesday June 23, Thursday June 24 and Friday 25, 2010. On Wednesday, June 23 the first sessions will begin at 10:00 a.m. with additional presentations at 11:30 a.m., 1:00 p.m. and 2:30 p.m. On Thursday, limited sessions will take place for instructors at Bartle Hall. On Friday, sessions will be held morning and afternoon at various times. Please note your preference for date and time on the application form.

#### Session Length:

The suggested length of sessions is 45 to 60 minutes. If you want additional time for your presentation, please let us know. If meeting space is available we will make an effort to accommodate your needs.

#### Presenters:

If more than one person is listed as a presenter for the session, we will assume that the person submitting the proposal will serve as the main contact person. Please do not list co-presenters unless you have a definite commitment that they will be able to appear on the program. Please provide contact information for all presenters on the enclosed Presentation Proposal Sheet.

#### Expenses:

While we can't pay our presenters, SkillsUSA University offers you an opportunity for national recognition at a major educational convention attended by nearly 12,000 people. This is a wonderful chance to share your ideas in a positive educational format before a supportive audience. **The conference registration fee of \$115 is automatically waived for all presenters. All travel and hotel accommodations are the responsibility of the presenters.** If you solicit co-presenters, please be sure they are aware they'll need to cover their own expenses.

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#### Deadlines:

Proposals must be postmarked by February 21, 2010. Information will be sent to all presenters in late March 2010 to confirm your meeting room and to provide information for making hotel reservations.

#### Audiovisuals:

If your presentation requires audiovisuals supported by a laptop computer, LCD projector or other equipment, you will need to bring the equipment with you or rent it from our local supplier. SkillsUSA, as a non-profit organization, is not able to support the audiovisual needs for all of our presentations. Thanks for your understanding and help on this important matter!

#### Attendance:

The SkillsUSA University sessions are free to paid national conference registrants. Approximately 12,000 students and teachers attend the National Leadership and Skills Conference from our nation's public high schools and community colleges and technical schools. Our members are enrolled in training programs for technical, skilled and service occupations, including health occupations. Pre-registration for Skills University is not required—teachers and students simply “vote with their feet” and show up at the scheduled time. Presentations should be appropriate for both students and teachers and can be for a high school or college audience (or both). Attendance in 2009 was estimated at 2,000 people attending 84 sessions. The average attendance per session varies—ranging anywhere from 10 to 60 people (depending upon the topic and its appeal to the potential audience). Larger audiences are usually for specific topics geared to a particular group of SkillsUSA Championships contestants.

#### Promotion of your Session:

Promotion of your session will be included in all SkillsUSA publications, on the national SkillsUSA Web site, and in press releases and promotional mailings. Proposals should be as specific as possible as to the workshop title and a detailed description of the session. This will enable us to develop appropriate promotional materials about your session.

NOTE: If you are targeting contestants and their advisors, please make a request directly to the technical committee chairman that your seminar date and time be announced during the contestant meeting (we can provide contact information for the technical committee, if necessary).

## Proposal Guidelines

### **Deadline: Postmark proposals by February 21, 2010**

- 1) Proposal must be complete with all requested information.
  - § SkillsUSA University Presenter Contact Information
  - § Session Title (should tell exactly what session is about) (in 10 words or less)
  - § Session Description (100 words maximum)
  - § References from two individuals who have seen you present within the past two years
- 2) Presenters must be able to give a presentation on June 23, 24 or 25, 2010 in Kansas City, Missouri and travel to this location at their own expense. Presenters must make their own travel and hotel arrangements (hotels fill quickly so book early for a convenient location—we will send you information with hotel names, rates, and how to book a room online).
- 3) There is no honorarium for presenters, however the \$115 SkillsUSA conference registration fee will be waived, and you are invited to attend all events of the conference including the general sessions.
- 4) Once your proposal is approved, you may be asked to submit a more detailed presentation outline if additional information is needed.
- 5) Presenters are encouraged to provide free resources and giveaways to instructors such as sample CDs, software trials, publications, pencils, pens, etc. Teachers and students never fail to respond to these offers and are more likely to attend if this is mentioned in your promotional copy.
- 6) Presenters are welcome to sell or make offer of books, related materials or services at the conclusion of their presentations, with prior approval of the Skills University faculty.

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# SkillsUSA University Presentation Proposal

*Type or print clearly or attach a separate sheet if you prefer*

**Presenter's Name** \_\_\_\_\_

(As you wish it to appear in print)

Title or Position \_\_\_\_\_

School/Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

Have you presented at Skills University before?    Yes            No

**Additional Presenter's Name** \_\_\_\_\_

Title or Position \_\_\_\_\_

School/Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

Have you presented at Skills University before?    Yes            No

## Presenter Biography

If you did not present at SkillsUSA University in 2009, please provide a brief career summary in paragraph form or attached a separate sheet. This should briefly cover your current position and any other relevant career information:

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## Presentation Title and Description

In the space below or on a separate piece of paper, please provide a workshop title and description covering the main topic and objectives of your presentation. The title should be short and descriptive so the audience understands what the presentation is about. Describe your target audience if your presentation is geared to a specific industry. Be sure to state what the audience will learn. Mention any handouts, resources or giveaways that you plan to provide.

Title: (10 words or less)

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Description: (100 words or less)

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Presenter(s): (include name and short title)

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## Audience

Indicate appropriate audience(s) for your session. Circle all that apply:

High School Students

High School Educators

College/Postsecondary Students

College/Postsecondary Educators

Parents

General Audience

Career Area \_\_\_\_\_

## Presentation Day

Circle the day you would like to present. Note: most SkillsUSA University sessions are held on Wednesday June 23

Wednesday June 23

Thursday June 24

Friday June 25

## References

If you have NOT presented at SkillsUSA University before, please list two references. These should be colleagues or individuals who have seen you present within the past two years, and who could attest to your ability to speak in an informative and professional manner. References are not required if you were accepted for a presentation within the past two years.

### Reference #1

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Name and Title

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Company

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Address

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Phone Number

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Email Address

### Reference #2

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Name and Title

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Company

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Address

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Phone Number

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Email Address

## Signature

I have provided all information requested and have reviewed your criteria carefully. I understand that if I am selected to present, I am responsible for paying all travel and convention expenses except the conference registration fee, which will be waived.

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Signature

Date

**Return RFP by February 21, 2010 by mail, email or fax to:**

Deborah Tripp  
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14001 SkillsUSA Way  
Leesburg, VA 20176-5494  
Phone: 703-737-0637  
E-mail: [dtripp@skillsusa.org](mailto:dtripp@skillsusa.org)  
Fax: 703-777-8999