



**Annual Conference & California School Business Expo**  
**Long Beach, California**  
**April 12-15, 2017**

## **OPEN CALL CONFERENCE WORKSHOP PROPOSAL REQUIREMENTS AND INSTRUCTIONS**

### **PROPOSAL REQUIREMENTS:**

#### **Content:**

As the premier resource for professional development and business best practices for California's school business leaders, CASBO strives to provide workshop content that is educational in nature and enhances our members' skills and knowledge in their respective disciplines.

Therefore, we ask that proposed workshop content be unbiased, informational and non-sales-oriented. Workshops may not be used as captive-audience or sales presentations. Initially, proposals can be general and conceptual in nature. As conference nears, workshop content can be developed further; and **final presentation materials are due by March 24, 2017.**

#### **Speakers:**

Speakers must be current CASBO members. There is no limit on the number of speakers a workshop may have. You may propose that your workshop be conducted by a single presenter or a panel. However, CASBO will publish no more than four (4) speaker names for a workshop in its conference materials.

#### **Conference Attendance:**

If your workshop proposal is selected, your speaker(s) are responsible for their own travel, accommodation and meal expenses. If your speaker(s) elect not to register for conference as attendee(s), CASBO will provide one-day, non-transferable pass(es) for them to attend conference on the day of your workshop.



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### **FORM 5 INSTRUCTIONS: ([CLICK HERE FOR FORM](#))**

**Submitted by/Submitter e-mail:** Enter the proposal contact's name and e-mail address.

**Organization:** Enter the proposal contact's organization or company name.

**Workshop Title:** Enter the proposed workshop title.

**Handouts:** Click to indicate if you want handouts distributed electronically prior to conference.

**For Consideration by:** You may submit to more than one Professional Council. Indicate your first, second and third choices.

**Speaker(s)\*:** Select the number of speakers you will have. Enter the speaker name and title, organization name, e-mail and mailing addresses, and phone number. Speaker 1 is the primary speaker/panel chair. If you have more than four speakers, Speaker 1 must ensure that all additional speakers receive CASBO communications concerning your workshop proposal.

*\*If known at this time. Please note that in order to meet CASBO confirmation and publication deadlines, **final speaker information is due by January 30, 2017.***

**Description:** In 1,035 characters or less, provide a precise workshop description for publication in the conference program guide.

**Background:** In 1,035 characters or less, provide a description of how your workshop content originated, why it's important, and what problems or issues it might resolve.

**Method:** In 1,035 characters or less, provide a description of how you will present your workshop.

**Results:** In 1,035 characters or less, provide a synopsis of your workshop message, who your target audience is, and the desired benefit to conference attendees.