



# Pennsylvania Coalition of Public Charter Schools

**Choice, Quality and Accountability in Public Education**

## **Call for Proposals FAQs**

### **Q: What are the important deadlines for presenters?**

A: Proposals must be submitted by May 3, 2019. If your proposal is accepted, you will be notified by May 31, 2019 and you must confirm by June 7, 2019.

### **Q: Who should present?**

A: PCPCS is seeking teachers, school leaders, administrators, governing board members, state/federal education agencies, school district representatives (especially charter school liaison staff), community-based organizations, businesses, law firms and researchers to lead sessions.

### **Q: Do I have to be a PCPCS member, business partner, or an exhibitor to present/submit a proposal?**

A: No, PCPCS membership and/or exhibiting at the conference are not requirements for submitting a proposal to present, although priority consideration is given to our current business partners.

### **Q: What should I know before submitting a proposal for a breakout session?**

A: Breakout sessions are presented in a workshop format and are 60 minutes long. Breakouts are scheduled throughout the conference and typically host approximately 50-75 attendees.

### **Q: Who evaluates my proposal?**

A: Proposals will be reviewed by a committee of charter school experts made up of PCPCS staff, board members, and charter leaders with specific knowledge of the content included in the breakout session programming.

### **Q: How is my proposal evaluated?**

A: Reviewers are looking for proposals that are responsive to the criteria outlined in the guidelines.

### **Q: What costs are covered by PCPCS for presenters?**

A: PCPCS does not pay per diem, honoraria or expenses for breakout session speakers. All accepted presenters must register for the conference and cover their own travel/lodging fees.

### **Q: What materials do I need to prepare for my presentation?**

A: We encourage presenters to bring at least 75 hard copies of your session materials to your presentation.

**Q: What equipment will be available within convention center presentation rooms for breakout sessions?**

A: Each breakout room will include a screen and an LCD projector with power & VGA cable (to connect presenter's computer.) All meeting rooms will have access to a wireless network for presenters and attendees. Please bring your own laptop and adapter cable to hook your laptop to the LCD projector if your laptop does not have a standard VGA connection. Adapters can be specific to your year and model of laptop so we cannot guarantee that our AV provider will have the correct adapter for your laptop.

Flip charts, easels and markers will only be available upon request.

**Q: How do I reserve a room at the hotel?**

A: We have reserved 75 rooms at \$111 per night. Rooms must be booked by September 9, 2019 by calling (717)763-7117. There will also be a link to reservations on the PCPCS Conference webpage.

**Q: If I am a PCPCS business partner, conference sponsor, or exhibitor, do I still need to register through the Eventbrite website?**

A: It is very important as a PCPCS business partner, conference sponsor, or exhibitor that you register through [Eventbrite](#). The Eventbrite database will be used to generate name tags, order meals, and create the attendee list. The Eventbrite has a complimentary presenter option that should be used by our presenters for their complimentary registrations.