



Annual Minnesota School Health Education Conference

Program Proposal

(Rating Criteria can be found on opposite side)

28th Annual Minnesota School Health Education Conference Sheraton Hotel, Bloomington, MN, January 28-29, 2008

Please Type or print in ink and complete all sections.

1. **Name** _____
Position _____
School/Organization _____
Address _____
City _____ **State** _____ **Zip** _____
Phone (____) _____ **Fax** (____) _____
E-mail _____

2. **Title of Proposed Session** _____

3. **Session Description** (*This description/overview is what will "sell" this session to the conference participants – 130 words maximum; please be concise.*)

4. **Brief Biography** (*This information will be used to introduce speakers – 100 words maximum.*)

5. **Target Audience** (*Check all that apply*)

- Primary Tchrs Intermediate Tchrs Middle Tchrs Senior High Tchrs Higher Ed. Tchr
 Undergraduate Students ELL Tchrs Special Ed. Teachers All

6. **Program Proposals**

Session proposals submission deadline: October 26, 2007

Preferred: E-mail all required (five sections) information to: nitchier @district279.org

If you do not have access to e-mail or fax (763-391-8801), mail program proposal form to Randy

Proposal Rating Criteria

All special interest proposals submitted for the Minnesota School Health Education Conference are reviewed and evaluated by members of the 2008 Executive Conference Planning Committee.

The following criteria are used:

- How well does the proposal relate to the conference goals and theme?
- Are the presentation delivery techniques appropriate to the topic?
- Is the topic relevant and current?
- Does the topic have state-wide appeal?
- How well does the topic relate to local, state, or national school health education student learning expectations?
- Does the topic have content appeal for the target audience?
- Do the presenter qualifications match with target audience needs?

Suggestions for Writing a Strong Proposal

- Be sure that your title clearly describes exactly what the session is about.
- Avoid uncommon abbreviations and acronyms.
- Describe the participant outcomes that will occur in the session.
- Describe specifically the presentation process so that participants will know what kind of session they are attending.
- Indicate what handouts/materials will be available.
- Write in complete sentences. Do not use phrases.
- Follow the 130-word limit.