

FIRST THINGS FIRST PROPOSAL SUBMISSION FORM

One (1) lead presenter will complete the following submission form for each proposed session and will be the main point of contact going forward.

The lead presenter will have the opportunity to add up to three (3) co-presenters; you must include each co-presenter's name, organization name, position/title, address, cell phone, email address and biography in the spaces below. Please have this information ready before starting the submission process.

If your submission is accepted, the lead presenter will be eligible to register to attend the Summit at a discounted rate. Co-presenters must register at the standard rates.

You have any questions, please contact Dave Ryder at dryder@veerconsulting.com or by phone at 602.568.6277.

* = Required

LEAD PRESENTER

- Title:
- First Name: *
- Last Name: *
- Position: *
- Name of Organization: *
- Mailing Address - Organization or Preferred: *
- City: *
- State: *
- ZIP Code: *
- Country:
- Cell Phone: *
- Email: *
- Which days are you available to present? (Monday Tuesday Both) *
- Short Biography (25-30 words): *
- Long Biography (up to 150 words or approximately 1,000 characters): *

CO-PRESENTER(S)

Co-Presenter 1

- Title:

- First Name: *
- Last Name: *
- Position: *
- Name of Organization: *
- Mailing Address – Organization or Preferred: *
- City: *
- State: *
- ZIP Code: *
- Country:
- Telephone: *
- Email: *
- Short Biography (25-30 words): *
- Long Biography (up to 150 words or approximately 1,000 characters): *

Co-Presenter 2

- Title:
- First Name: *
- Last Name: *
- Position: *
- Name of Organization: *
- Mailing Address – Organization or Preferred: *
- City: *
- State: *
- ZIP Code: *
- Country:
- Telephone: *
- Email: *
- Short Biography (25-30 words): *
- Long Biography (up to 150 words or approximately 1,000 characters): *

Co-Presenter 3

- Title:
- First Name: *
- Last Name: *
- Position: *
- Name of Organization: *
- Mailing Address – Organization or Preferred: *
- City: *
- State: *
- ZIP Code: *
- Country:

- Telephone: *
 - Email: *
 - Short Biography (25-30 words): *
 - Long Biography (up to 150 words or approximately 1,000 characters): *
-

YOUR SESSION

Session Title:

The title should be descriptive enough to give attendees a clear idea of what the session will address. (Up to 12 words or approximately 140 characters):

Brief Session Description (for Summit program, if selected):

Please enter a brief synopsis of your presentation. If selected, this description will be listed in the Summit program. Please proof for accurate spelling and grammar. The description should tell attendees what they will learn from your presentation. (Up to 30 words or approximately 250 characters):

Session Proposal (for the review panel):

1. *Please provide a detailed description of the **content** of your proposed session. (Up to 400 words or approximately 2,800 characters):*
2. *Please provide 2-3 learning objectives. What will the attendees be able to do if they apply what they learn in this session (Up to 400 words or approximately 2,800 characters):*
3. *Please list the types of **interactive learning activities** you will utilize to make your session engaging and participatory for your audience.(Up to 75 words or approximately 525 characters):*

Target Audience (select all that apply):

- Direct service providers / practitioners
- General audience

Level of Audience Knowledge

So it should be:

- Introductory** - for participants with basic, limited or no knowledge of the topics, practices, resources or publications covered in this proposal
- Intermediate** - for participants with a solid knowledge of the topics, practices, resources or publications covered in this proposal
- Advanced** - for participants with extensive knowledge of the topics, practices, resources or publications covered in your proposal

Topic Area: *

Please **choose ONE** topic area that matches the focus of your proposed session.

- Achieving Impact
 - Child Health and Development
 - Early Language and Literacy
 - Enriching and Empowering Caregivers
 - Public Awareness and Engagement
 - Strengthening Families
 - Successful Leadership
 - Teaching and Learning Toolbox
 - Tribal Communities
-
-

ACKNOWLEDGEMENTS

Session Proposal Review Process

All proposals will be reviewed by a panel of reviewers including FTF staff, council members, and community partners. It is a highly-selective process. Proposals are rated for their overall quality, qualifications of the presenter(s), alignment with the selected topic areas, relevance and importance of subject matter, and quality/feasibility of accomplishing learning objectives. Sessions are also selected to provide a balanced program with a wide variety of topics.

*Please check the box to acknowledge.

Notification of Acceptance

Please acknowledge that applicants will be notified by email by early-May 2019 of the decision of the reviewers. Only the Lead Presenter will be notified and will be responsible for notifying co-presenters.

*Please check the box to acknowledge.

Sales and Copyrights

Presenters may not sell or promote any commercial product. Presenters must certify that they either own the copyright to all materials or that they have obtained permission to use the materials from the copyright owner.

*Please check the box to acknowledge.

Non-Liability of First Things First

If presenters' negligent or intentional acts or omissions result in injury to persons or property and someone makes a claim for damages against First Things First as a result, the presenters will be responsible for defending and indemnifying First Things First as described in more detail below.

- * Please check the box to acknowledge.

Please check each box to indicate you understand and agree that:

- * The proposal submission deadline is March 1, 2019 5:00 PM (MST).
- * If you do not receive a confirmation email, your proposal has not been received and must be resubmitted. If you have questions or concerns, please contact Dave Ryder at dryder@veerconsulting.com for immediate assistance.
- * All presenters must register for the Summit. Lead presenter's registration is discounted to \$100. All co-presenters must register for the Summit at prevailing registration rates.
- * Standard equipment provided by First Things First for all presentations includes: wireless lavalier microphone, podium, screen, LCD projector, LCD projector remote control (slide advancing unit) and computer table with projector cord and power sources. **No Wi-Fi or Internet connectivity is provided in meeting rooms at the Convention Center.** Video sound patch is also unavailable. Please plan your presentation accordingly; you may wish to bring laptop speakers. Any additional equipment, materials for distribution to the audience, or resources are the responsibility of the presenters.
- * Presenters are subject to the Phoenix Convention Center facility usage guidelines and conditions.
- * If provided to us, First Things First may make available copies of presenters' Summit presentation materials, including slides, handouts, pictures and other documents related to the presentation, on the Summit website and through other means in order to support the purpose of the Summit.
- * Presenters shall defend, indemnify, and hold harmless the State of Arizona, First Things First, and its officers, officials, agents, and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses (claims) for personal injury (including death), property damage, and trademark or copyright infringement arising from the presenters' presentation, but only to the extent that the claims are caused (or alleged to be caused), in whole or part, by the act, omission, negligence, misconduct, or other fault of the presenters or their employees or agents. This paragraph does not apply where the presenters are acting in their capacity as employees of the State of Arizona, including University employees.