

Arts in Education **NYC** ROUNDTABLE

FACE TO FACE 2020

Wednesday, April 15 & Thursday, April 16, 2020

Request for Proposals

Application Deadline: September 13, 2019

FACE TO FACE is a professional development conference for arts administrators, teaching artists, and others interested in the field of arts in education. The conference strives to demonstrate effective teaching and learning strategies for practitioners in the field of arts in education, as well as to provide forums for discussion of other critical issues such as equity, diversity, and inclusion; advocacy; research findings; assessment; community engagement; and organizational management.

The Roundtable is accepting proposals for breakout sessions for Face to Face 2020. The Conference Committee is especially interested in proposals for sessions that actively engage participants in one or more of the six disciplines of visual art, dance, music, theatre, film/moving image, and writing; in addition to sessions topics related to early childhood learning, working with LGBTQ+ students and communities, mindfulness, creative aging, working with ELL and immigrant populations, working with students with disabilities, out of school time programming, and working in nontraditional settings.

While there is no limit to the number of proposals an organization can submit, a maximum of **two (2)** proposals per organization will be selected for the conference. There is also a limit of four presenters (one (1) lead presenter and up to three (3) co-presenters) per session.

Proposers do not need to be Roundtable members (Full Organization or Individual) to propose a session.

Registration Fee

Registration is required for all session presenters and panelists. The moderator and up to three (3) presenters will be admitted to the conference for a reduced fee of \$100 per person. If the moderator or the presenters wish to only attend their own session, they must register for a fee of \$50. As a small, non-profit these fees help support our ability to host this conference.

If the registration fee will be a barrier to presenting at the conference, please reach out to Roundtable Managing Director Kim Olsen at kolsen@nycaieroundtable.org

For Tips on Crafting Your Proposal please visit our *How To* video at
<https://vimeo.com/137823751>

Updates to Video:

You no longer need to leave 5 minutes at the end of the session for participants to fill out evaluations.

Face to Face Session Proposal Contact Info:

Kim Olsen: NYC Arts in Education Roundtable Managing Director: kolsen@nycaieroundtable.org

SESSION PROPOSAL CRITERIA

Successful proposals will:

- investigate a critical question, challenge, or issue in one of the conference topic areas;
- explore or reference a specific art form(s), as appropriate, and demonstrate a mastery of that art form(s);
- involve a variety of viewpoints and/or qualified presenters and include ample time for reflection;
- initiate thoughtful discussion and dialogue among participants;
- provide participants with an engaging and educational experience; and
- have clear outcomes for the session and provide participants with tangible takeaways and/or resources.

Note: Sessions that only describe an organization's work and successes are rarely selected. Please do not propose sessions that would serve as a "commercial" for an individual or organization (i.e. "dog and pony show").

SESSION ENROLLMENT: The NYC AIE Roundtable cannot guarantee presenters a minimum or maximum number of participants in their session; however, the Roundtable will try to inform presenters of how many people to anticipate at their session prior to the conference.

In order to be considered, proposals must be submitted by **September 13, 2019**, using the link below:

APPLICATION

Link to application: <http://bit.ly/f2fRFP2020>

This application consists of three parts:

PART I: Session Proposal Form

PART II: Presenter Information

PART III: Session Proposer Agreement

Be sure to complete all sections of this application and submit the form by the deadline of September 13, 2019.