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1. **Annual TACA Winter Retreat Call for Proposal Template**

**Headline:** The TACA Winter Retreat will be a place to share, learn, and grow as a practitioner in the field of providing high-quality alternative certification programming to the teacher candidates of Texas.

TACA is currently **accepting call for proposals for workshop sessions that are application, and alternative certification program, focused.**  **Sessions at this year’s TACA Winter Retreat will present best practices, research, theory, concepts, and technology, and must provide participants with opportunities to practice and apply those practices.** Sessions are 60-90 minutes long and must provide an opportunity for participants to practice the strategy/practice/concept, receive feedback in some form, and ask questions.

**Complete the Call for Proposal Template below, review the scoring rubric, and submit your version of this Call for Proposal submission by email (as an attached Word document), as described below, by December 15th, 2019:**

Email your proposal as an attachment to an email to: president@texastaca.org. In the subject line of the email, include the lead presenter’s last name, the organization the lead presenter represents, and “TACA Winter Retreat Proposal Submission”, and (i.e.: Smith\_Region 4 ESC\_TACAWinterRetreatProposalSubmission).

You will receive a reply email within 72 hours confirming that the proposal has been received. If you don’t receive a reply email within 72 hours, you should assume that it was NOT received and RESEND the proposal. Notifications about proposal acceptance will be emailed in early January 2020.

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**2019 TACA Winter Retreat Session Proposal – Cover Sheet**

1. **Session Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Presenters:**

**Lead Presenter Name:**

Position/Title:

Organization:

Address:

City, State, Zip:

Phone:

Email:

TACA Member? \_\_\_Yes \_\_\_No

**Additional Presenter Name:**

Position/Title:

Organization:

Address:

City, State, Zip:

Phone:

Email:

TACA Member? \_\_\_Yes \_\_\_No

**Additional Presenter Name:**

Position/Title:

Organization:

Address:

City, State, Zip:

Phone:

Email:

TACA Member? \_\_\_Yes \_\_\_No

**Additional Presenter Name:**

Position/Title:

Organization:

Address:

City, State, Zip:

Phone:

Email:

TACA Member? \_\_\_Yes \_\_\_No

1. **Proposal:**

In 1,000 words or less*, in the box below*, clearly describe the:

* 1. **Purpose** of your presentation with at least one clear outcome (what will members gain from attending the presentation?),
	2. An overview of the **content to be presented** along with **evidence** of impact or success,
	3. A **session agenda** that includes **opportunities for participants to apply and/or practice, receive feedback, and ask questions**, and
	4. Any **artifacts and/or examples of tools** to be provided (feel free to include links to these to save space in your proposal)

This information will be used by the committee for reviewing and selecting proposals.

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| Type your proposal here…. |

1. **Summary**:

Provide a brief summary (approximately 50-75 words), in the box below:

* 1. **A summary will that will guide attendees in conference selections** (Note: If your proposal is accepted, this will be copied and pasted directly into the TACA Winter Retreat program).

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| --- |
| Type your summary here…. |

**AUDIO/VISUAL**

The conference organizers will provide a screen, an LCD projector, table, and power cords for your workshop sessions. Presenters MUST provide their own laptop, materials (e.g. paper, posters, post-it notes, copies of handouts, etc.)

**2019 TACA PROPOSAL SCORING GUIDE**

*Please note that this document will guide the TACA Board in their review of submissions and is not a rubric. The TACA Board aspires to have a fully designed rubric and peer review process for future TACA Winter Retreats***.**

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| --- | --- | --- | --- | --- | --- |
|  | **1 - Not at all** | **2 - Somewhat** | **3 - Moderately** | **4 - Strongly** | **5 - Very Strongly** |
| **Relevance of Topic:** The topic relates to alternative certification programs and to the theme or a suggested topic. |  |  |  |  |  |
| **Description/Purpose:** The purpose of the session is clear. |  |  |  |  |  |
| **Outcome/Purpose:** At least one clear outcome for the presentation is provided. |  |  |  |  |  |
| **Content:** The content of the presentation is clearly outlined and explained.  |  |  |  |  |  |
| **Evidence Base:** Evidence of impact/success is explained well and/or includes examples/ data. |  |  |  |  |  |
| **Session Agenda (x3 points):** The session agenda is present and includes opportunities for participations to apply and/or practice, receive feedback, and ask questions. |  |  |  |  |  |
| **Artifacts and/or Tools:**Necessary/applicable artifacts and/or examples of tools are included. |  |  |  |  |  |
| **Total all categories** | **\_\_\_/45** |
| **Recommend for acceptance?** (Yes, No, or Possibly with Changes) |  |  |  |  |  |