

Session Proposal Application

for the 2009 DMEA Professional Development Day October 9, 2009

Submission Deadline: July 1, 2009

Music education professionals, companies and organizations who are members of MENC/DMEA or members of affiliated organizations are invited to submit educational session proposals for the Annual DMEA Professional Development Day to be held on October 9, 2009. Proposals received by July 1, 2009 will be referred to the State Conference Planning Committee, and the final decision will be that of the conference chair.



Selection Process - A Conference Planning Committee will be guided in the selection of sessions by the following criteria: quality of presentation (objectives and organization); innovativeness; importance and timeliness of the topic to the field; practical applicability; and program balance. Notice of acceptance or non-acceptance will be sent to the primary clinician on August 7, 2009.

Procedure - Duplicate application as needed (this form was created so that it can be filled out right on your computer and printed out), and send this two-page application with the following required documents for EACH session proposed.

1. Outline of session (*maximum two pages*).
2. Clinician Resume (*maximum two pages - must include background, qualifications and recent session presentation experience*).
3. Letter of Endorsement from Corporation/Company if applicable.

Send completed application with required documents listed above by the submission deadline to:

Penny Carmack
1610 Mendenhall Road
Hockessin, DE 19707
plcarmack@aol.com

Section 1: Primary Clinician

Name _____

School _____ School City _____ School State _____

MENC member # _____ or affiliate name & member # _____

Preferred Mailing Address

Street _____ City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ Fax _____

e-mail address _____ Cell Phone _____

if the committee has questions, I prefer to be reached: ___ at work ___ at home ___ on cell phone

Secondary Clinicians (complete if applicable)

Name _____ MENC or Affiliate member # _____

Section 2: Session Information

Session Title (Max. 10 words) _____

Abstract (max 30 words) _____

Section 4: Content Area and Level The State Conference Planning Committee consists of subcommittees for each of the content areas below. The **ONE** subcommittee for the Content Area chosen below will review your proposal. More than one selection may disqualify your proposal. **Please check one content area & all applicable levels.**

- | | | |
|--|--|--|
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Band | <input type="checkbox"/> Choral |
| <input type="checkbox"/> Collegiate | <input type="checkbox"/> General Music | <input type="checkbox"/> Jazz |
| <input type="checkbox"/> Orchestra/Strings | <input type="checkbox"/> Technology | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> PreK | <input type="checkbox"/> Elementary | <input type="checkbox"/> Middle/Junior HS |
| | <input type="checkbox"/> High School | <input type="checkbox"/> College/University |

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Section 5: Prior Presentation Has this proposed session been presented at any other professional conference?

No (*go to next section*)

Yes - indicate where, when and number attended _____

Section 6: Student Participation Indicate whether session will include student participants.

No (*go to next section*)

Yes - indicate number _____

Section 7: Workshop Is this proposed session a corporate sponsored/presented session?

No (*go to next section*)

Yes - *Session will be identified as a workshop if selected. Attach endorsement letter from Company or Corporation.*

Section 8: Room Set-up Rooms will be set theater style with a head table and or lectern. Please indicate if:

Space is needed for movement

Section 9: Audiovisual A speaker mic will be provided if size of room warrants. Only the specific equipment listed below will be provided by DMEA. All computer related equipment including LCD projectors must be provided by the clinician.

No Audiovisual equipment is needed (*go to next section*)

Yes, I need the following audiovisual equipment (*check only those that you will be using*)

Screen Overhead transparency projector TV/VCR TV/DVD CD Player

Section 10: Instrument Request If Instrument(s) needed is not listed, please contact us for possible assistance

I do not need DMEA to provide instruments for this session (*go to next section*)

Yes, I need the following instruments (*check only those that you will be using*)

Piano (may be acoustic or electric) Orff Barred Instruments Unpitched (*please attach list*)

I plan to bring my own instruments (*please attach list*)

Section 11: Agreement - I the Primary Clinician, agree to the terms listed below:

1. Session clinicians who are music educators must be MENC members or members of an affiliated organization at the time of application and conference.
2. Individual requests for particular times cannot be granted. Submission of a proposal assumes acceptance of the scheduled time.
3. If session/workshop is accepted, DMEA will communicate with session proposer only. Session proposer will be responsible for informing all participating individuals of all specifics relating to session/workshop.
4. DMEA does not pay honoraria to or expenses of the clinicians.
5. Only clinicians of company-sponsored workshops may solicit support from the company presenting.
6. Clinicians need not register for the conference as the DMEA considers a presenter of a session or workshop as registered. No registration fee is charged to the Primary Session presenter. Please advise us of any other support persons who will be joining you.

Clinician Printed Name _____

Signature _____ Date _____