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Crowne Plaza Ventura Beach Ventura, CA

June 19-21, 2014

**CALL FOR PRESENTATIONS**

Sponsored jointly by the California Community Colleges Classified Senate (4CS)

and the Community League of California (CCLC)

Presentation Proposal

Please type or print clearly. All sections must be completed. Use this form or recreate on your computer.

Primary Presenter: Title:

College/Organization:

Address/City/State/Zip:

Telephone: Cell (optional)

E-mail:

This year’s conference will focus on "governance and student success" in six primary strands. Please design your presentations to fit within these strands.

* Guiding Others on the Leadership Safari: Leadership/Team/Committees/Senate Building
* Exploring the Serengeti of Technology
* On Track to Professional Development and Student Success
* Capturing Financial Success: Fundraising
* Achieving Hakuna Matata Through Safety Training: Campus Safety
* Communicating in the Wild: Communication /Networking

Title of Presentation: (10 word maximum)

Summary: Please write a description to be included in the conference program (50 words maximum).

Presentation Format: (200 words maximum). Please describe the presentation format (e.g. panel presentation, group discussion, role playing, etc.) What methods will you use to create an adult learning environment, inspire the participants to share the information, and provide materials for sharing with their respective college or district (e.g. overheads, multimedia, written materials, oral presentations)?

Handouts: Handouts are encouraged. Please describe, and if possible include any handouts that you will be distributing. *Please note that you are responsible for providing copies for distribution.*

A.V. Equipment Needs:

Please list any special needs that you may have for your presentation; plan to provide you own computer equipment if needed for your presentation; check all that apply:

|  |  |  |
| --- | --- | --- |
| We will need the following audiovisual equipment:  Overhead Projector  Screen  VCR/Monitor  Slide Projector  Flip Chart  Other: | We will bring the following equipment:  (Presenter is responsible for providing)  Computer  LCD Projection Panel  Data Projection System | We will need the  following room set-up:  Theater style  Classroom style  Group (circle seating) |

Co-Presenters: Please list the name(s) of your co-presenters. We suggest a limit of 4 presenters per session.

Name: Title:

College Mailing Address:

City/State/Zip:

Telephone: ( ) E-mail:

Name: Title:

College Mailing Address:

City/State/Zip:

Telephone: ( ) E-mail:

Expenses and Signatures:

By signing below and returning this form, the primary contact agrees to inform all participants listed above that they are required to register and pay the conference registration fee if they are attending, and further agrees that neither honoraria nor expenses will be paid to program presenters.

Primary Contact Signature/ Date

We appreciate your participation and support of the Classified Leadership Institute.

DEADLINE:

Proposals must be received by 5:00 pm

Friday, March 7th, 2014

And can be mailed, faxed, or scanned and e-mailed to:

Rocio Sandoval, 4CS Conference Co-Chair

c/o: San Diego Mesa College

7250 Mesa College Dr K203

San Diego, CA 92111

Phone (619) 388-2415 Fax (619) 388-2677  
E-mail: rsandoval@ccccs.org

