



AFT TEACH 2023 CONFERENCE

July 21-23 ▶ Washington, DC

Workshop Proposal Guidelines

The AFT's next biennial professional learning conference, TEACH (Together Educating America's Children), will be held Friday, July 21, to Sunday, July 23, 2023, at the Washington Hilton in Washington, D.C.

This document includes suggestions and guidelines for the types of workshops that will be accepted, followed by the questions you will be asked when you complete the [workshop proposal form](#). If you have any questions, please contact [Laura Brown](#) and/or [Emily Kopilow](#).

» Important information to consider:

- Session length: 90-minutes or three hours
- Proposals should be interactive workshops, trainings, demonstrations or discussions. The AFT will cover up to two presenters per session, as follows:
 - Coverage for AFT MEMBERS includes waived registration fees, non-local travel, hotel (two nights).
 - Coverage for NON-MEMBERS includes waived registration.
 - Member presenters who live in the D.C. area will receive \$100 to cover parking/taxis.

» Overall, our attendees want:

- Depth of content, not a broad overview or basic introduction
- Tools, resources and strategies they can implement in their daily practice right away and share with colleagues (free resources prioritized)
- Engaging, interactive and well-thought-out sessions, not sit-and-get lectures

» Proposals will be selected based on the following criteria:

Quality and relevance of content to AFT members

- Proposals should be well-developed, engaging and focus on topics most important to AFT members.
- Interactive activities should be incorporated into your session, as well as time for answering participants' questions.

- Most sessions selected will present intermediate to advanced content.
- Sessions that present research should include a significant portion of the session on implementation.

Clarity of proposal

- Include clear learning outcomes.
- Provide a thorough overview of what you plan to share and do in your session.
- Titles and descriptions should:
 - accurately and specifically detail the content you will deliver;
 - be written to draw an audience; and
 - help participants decide whether to attend.
- Description should specify the people the session is designed for and who will get the most out of the session (include target grade levels, content areas and roles).
- Supplemental materials (handouts, resumes, etc.) may be submitted with your proposal.

» Important Dates



Proposal submission deadline	Jan. 17
Notification of session status	On or before Feb. 17
Deadline for presenters to confirm attendance	One week after acceptance
Notification of final session schedule	March 6

After completing this template, submit your proposal by Jan. 17 at 11:59 p.m. EST via the [Proposal Form](#). We will not accept proposals via email.

Sample Workshop Proposal Form

» Main Contact Information

(Complete all information for the main contact for the session)

First Name:

Last Name:

Job or Title (include grade level(s) and content area(s)):

School/Organization:

Home Street/Mailing Address:

City:

State:

ZIP Code:

Main Phone (xxx-xxx-xxxx):

Primary Email (non-school):

Social Media:

Short Bio:

Role in Conference Session:

- Main Contact Only
- Main Contact and Presenter

Are you an AFT member?

- Yes

↳ Union Affiliation: Name of state or local union and role (member, leader, staff, etc.)

↳ President Approval: Proposals submitted by AFT members must be approved by their local president prior to being accepted. Has your local union president approved this proposal for presenting at TEACH 2023? Yes or no.

↳ Local president name

↳ Local president email

- No

↳ Nonunion Affiliation Referral: If you are not a member or leader of an AFT state affiliate or local, how did you learn about this opportunity?

» Session Overview and Information

Content Level (select one)

Choose one of the three levels best suited for your session, based on participant knowledge and experience:

- Beginner: Very basic content for attendees who are new to the topic or have less than two years of experience with related content.
- Intermediate: More in-depth content that goes beyond basics and is intended for attendees with at least four years of experience on the topic or related content. Most sessions selected will be at this level.
- Advanced: In-depth analysis and discussion intended for attendees with 10 or more years of experience on the topic or related content.

Content Area (Select one or two priority areas for TEACH 2023 and two to four topics.)

- **Across the Curriculum** (select all that apply)
 - » Arts
 - » Career and Technical Education (CTE)
 - » Civics/Social Studies/History
 - » Digital Literacy
 - » Literacy/English Language Arts/Reading
 - » Math
 - » Science
 - » Student Assessment
 - » Technology
 - » Other _____
- **Educator and Student Safety and Well-Being** (select all that apply)
 - » Anti-Racist Classrooms
 - » Bullying Prevention
 - » Discipline Disparities
 - » Educator and Staff Wellness
 - » Identity-Affirming Classrooms
 - » Mental Health
 - » Restorative Practices
 - » School Climate
 - » School Safety
 - » Social and Emotional Learning
 - » Student Trauma
 - » Other _____
- **Instructional Strategies** (select all that apply)
 - » Culturally Relevant Pedagogy
 - » Differentiation
 - » Managing the Classroom
 - » Project-Based Learning
 - » Teams and Co-Teaching
 - » Universal Design for Learning
 - » Other _____

• **Organizing for Better Schools** (select all that apply)

- » Activism
- » Community Schools
- » Community Organizing or Partnerships
- » Diversity, Equity and Inclusion
- » Labor-Management Collaboration
- » Parent Engagement
- » Union-District Collaboration
- » Strengthening the Union
- » Teacher Leadership
- » Other _____

• **Special Populations** (select all that apply)

- » ELLs (including refugees and newcomers)
- » Students with Disabilities
- » Supports for LGBTQIA+ Students
- » Other _____

Additional Content Areas (Only select if you are AFT Staff or National Trainers.)

- **AFT Professional Learning**
- **AFT Leader Sessions**

Target Audience (select no more than three)

- Administrators
- Advocates, activists and parents
- Counselors
- Classroom Teachers
- Curriculum Specialists
- Early Childhood Educators
- Health Specialists
- New Teachers (two years or less)
- Paraprofessionals and School-Related Personnel (PSRPs)
- Specialized Instructional Support Personnel (SISPs)
- Teachers of English Language Learners
- Teachers of Special Needs Students
- Union Leaders
- Other _____

Grade Levels (select all that apply)

- PreK-2
- 3-5
- 6-8
- 9-12
- Not applicable

Session Length (select one)

- 90 minutes
- Three hours

» Specific Session Information

Session Title: Make it interesting, marketable and accurate. Some of our best sessions include a question as the title or pose a challenge and solution. (10-word limit)

Session Description: Make sure it's aligned to your content, focuses on learning outcomes and provides information to help participants decide if they want to attend your session, and whether it's a good fit for their grade level and/or content area. (150-word limit)

Objectives: What is the purpose of this session? Provide up to three bullet points expressing the objectives.

Session Agenda: Please provide an outline and agenda of your session describing the time, content and process.

- Time: How much time is needed for each part of your session?
- Content: What content will be addressed?
- Process: How will participants experience the content?
- What will you do for an opener, knowledge checks and closer?

What is the suggested maximum number of attendees for this session? 25, 50, 100, 150

After attending your session, what actions would the participants realistically be able to implement immediately upon returning to their job, school or community?

Why is this topic/content important to educators?

Will you connect this topic/content to the work of your union at the local level? How?

Why is the TEACH conference the right place to present your content?

What interactive and adult learning elements will be part of your session?

Have you given a presentation on this content or on this topic before?

- Yes, I present on this topic regularly.
- Yes, I have presented this material to an audience at least once.
- I have not presented this content to an audience but have trained others in my organization or school.
- I have not presented this before but am knowledgeable on this topic.
- Other (please describe):

Have you presented at a previous TEACH conference? Yes or no.

Supplemental Materials: Please upload any handouts, resumes, or other supplemental materials you would like us to consider when reviewing your proposal.

Anything else you'd like to share?

» Additional Presenter Information (if applicable)

First Name:

Last Name:

Job or Title (include grade level and content area):

School/Organization:

Home Street/Mailing Address:

City:

State:

ZIP Code:

Main Phone (xxx-xxx-xxxx):

Primary Email (non-school):

Social Media:

Short Bio:

Is this person an AFT member?

- Yes

- ↳ Union Affiliation: Name of state or local union and role (member, leader, staff, etc.)

- ↳ President Approval: Proposals submitted by AFT members must be approved by their local president prior to being accepted. Has this person received approval from his or her local union president to present at TEACH 2023? Yes or no.

- ↳ Local president name

- ↳ Local president email

- No

Presenter Experience: Have they presented at a previous TEACH conference? Yes or no.