



# Calgary City Teachers' Convention

February 16-17, 2023 Learn • Teach • Inspire

## Session Proposal Planning Document

Please provide answers to all prompts on this page before going online to submit a proposal.

### Session Contact

Only the following individual will be contacted about this session. The speaker(s) listed below will not be contacted directly.

Your First Name:

Your Last Name:

Your Email address:

Your Phone Number:

### Speaker Details

If this session proposal is accepted, the following information will appear in the convention app and online program. Please double check grammar and spelling before submitting the online form.

### Speaker(s) Information

This information will be required for each speaker, if it is a group presentation.

Speakers Names

Current Position

Organization/School

Address

City

State / Province / Region

Postal / Zip Code

Phone

Email

Presenter Bio (Max 150 words)

Presenter's Photo (To be uploaded)

**If URLs are provided these links will be included on the speaker's bio page on the event website.**

Facebook

Twitter

LinkedIn

YouTube

Instagram

Website URL

Have you presented at Calgary City Teachers' Convention in the past?

Yes

No

How many times?

Are you also an exhibitor?

Yes

No

## Expenses

Do you require substitute teacher release time?

Yes

No

What school district do you teach in?

Approximate cost?

Travel and Expenses

**Costs affiliated with travel, expenses and accommodations MUST be pre-approved by the CCTCA and agreed upon prior to the speaking engagement. Any travel, expenses and accommodations which are not pre-approved and agreed upon prior to the speaking engagement will be the responsibility and at the sole expense of the Speaker.**

Do you require travel expenses?

Your travel must be more than

100 kms to qualify.

Yes

No

Driving From Where?

Flight Required

Yes

No

Flight From Where?

**Accommodation**

Note to reader: For speakers traveling from outside of Calgary and district (more than 100 kms) CCTCA may provide one night accommodation at the Hyatt Regency Calgary before or after your speaking engagement. If a speaker has multiple sessions, additional room nights may be negotiated.

Please check preferred date for your hotel accommodation

February 15

February 16

February 17

## Session Title

What's in a name? A lot. With hundreds of sessions to choose from, your session title needs to be eye-catching to be effective.

Session Title:

## Session Length

We offer four general types of sessions to meet different teaching and learning goals:

- 60 min session- A 60 minute session that provides adequate time to introduce and explore a unit, novel idea, or pedagogical approach.
- Half Day Workshops - A half day workshop which includes lots of time for a combination of presentation, discussion, and active teacher participation.
- Full day Workshop - A full day seminar organized around a particular theme or subject which includes ample time for teachers to work with presenters to fully explore a topic and to collaborate with colleagues so knowledge can be transferred back to their school contexts. *Full Day Workshops will run from 09:00- 15:00 and should include lunch and breaks, as needed.*

Which of the following formats best aligns with the learning outcomes of your session? (Choose one):

- 60 min session
- Half Day Workshop
- Full Day Workshop

## Subject and Audience Links

In the convention app and online program, teachers will find your session by applying subject and audience filters to the full list of over 400 sessions.

Please identify a maximum of 3 subject links which connect most closely to your session's objectives.

Choose all audience links that apply.

### Subject Areas (Choose a maximum of 3):

Administration and School Leadership	Indigenous Education (TQS/LQS 5)
Art (TQS 3)	Language Arts and Literacy (TQS 3)
Assessment (TQS 3)	Learning Commons and Makerspaces (TQS 3)
Career and Technology Studies and Foundations (TQS 3)	Mathematics and Numeracy (TQS 3)
Curriculum and Pedagogy (TQS 3)	Music and Band (TQS 3)
Diversity, Equity & Human Rights (TQS/LQS 4)	Physical Education (TQS 3)
Drama and Dance (TQS 3)	Retirement Planning (TQS 6)
Educational Research (TQS/LQS 2)	School Leadership (LQS 1-9)
English Language Learning (TQS/LQS 4)	Science (TQS 3)
Environmental and Outdoor Education (TQS 3)	Social Studies (TQS 3)
Religious and Moral Education (TQS 3)	Special Education (TQS 3)
French and International Languages	Teacher Wellness (TQS 6)
Guidance and Student Support Services	Teacher Career (TQS 6)
Holistic Health	Technology (TQS/LQS 2)
Inclusive Education (TQS/LQS 4)	

### Target Audience (Choose all that apply):

- Early Childhood Education - Pre K-Kindergarten
- Division 1 (Gr 1-3)
- Division 2 (Gr 4-6)
- Division 3 (Gr 7-9)
- Division 4 (Gr 10-12)
- Administration

### Ideal Audience Size: (choose the one which best suits your presentation)

- 50
- 100
- 100+

## Session Description & Details

This information will be included in the convention app and online program listings. Please limit your description to 125 words maximum. Longer descriptions will be redacted. Please be aware that the use of symbols other than letters, numbers, and standard punctuation can produce errors. Please do not use quotation marks, bullets, or accents.

Session Description (125 words maximum):

Please compose a 280 character Tweet that we can send out to generate interest in your session. Please remember to include your twitter handle and #CCTC2023 in your tweet.

## Room and Venue Considerations

Providing the following information helps us better schedule sessions and coordinate with our venues and service providers. We do our best to respect requests, but rely on our speakers to be flexible.

If this session will be held at a location other than the TELUS Convention Centre, Hyatt Regency Hotel, please provide the location, address, and directions here:

## Room Arrangement

For longer workshops and sessions with a hands-on components we recommend an arrangement of tables and chairs.

Room Arrangement (Please choose one):

Lecture

Round tables with chairs

Other room considerations (Please specify):

## Audio Visual Requests

We provide a LCD project and screen. We provide a podium and hand-held microphone for rooms with larger seating capacities (exceeding audience capacity of 50). We DO NOT supply computers, each presenter is responsible to bring their laptop.

We provide wireless internet at our main convention sites.

Speakers are advised to download any YouTube videos they want to use in presentations using KeepVid or a similar on line tool. We also recommend that speakers bring back-up copies of their presentations saved on USB flash drives in case their laptop or device does not connect to projectors provided.

Speakers are responsible to bring any adaptors needed to connect their laptops or digital devices to the LCD projectors in the room.

AV requirements (in addition to provided AV, LCD projectors, screens, podium/mic)  
(Please choose all that apply) Speakers that connect to laptop/device

- Lapel mic or head set for room settings greater than 25
  - Other
- Other AV needs (please specify)



## Session Preregistration

Pre-registration should only be requested for the following types of sessions:

- sessions to be held off-site.
- have limited capacity due to the nature of the session with an interactive component.
- sessions requiring a special setting that has limited space.

Note: Registration should NOT be used to limit the size of your audience.

Does your session require teachers to register in advance? (Choose your answer and delete the other)

If your session requires preregistration what is the maximum number of teachers who can register? NOTE: We are not recommending sessions which are smaller than 50 registrants.

Do teachers need to pay a fee to participate? If so, please ensure you have requested preregistration (Choose your answer)

Yes

No

If yes, what is the cost per teacher?

**Please note there will be NO administration fee available to create your supplies list. The fees MUST be reasonable. Fees are ONLY recoverable for supplies.**

**Fees are not to be charged to cover the cost of photocopying. Please familiarize yourself with our speaker guidelines.**

## Honourarium

The CCTCA provides a modest honourarium to speakers for the time taken to prepare sessions for convention. This amount is reported to the Canada Revenue Agency by the Alberta Teachers' Association. Any speaker receiving an honourarium payment will be required to provide their legal name, mailing address, and social insurance number to the CCTCA when approved. If payment is to be made to an organization, a GST registration number must be provided.

Our standard honourarium for each type of session is as follows:

- \$300 - 60 min session
- \$600 - 2 hrs 45 mins
- \$1200 – per day

*Only in rare cases will a different honourarium be negotiated or approved.*

Honourarium Requested: Yes  None Required

## Payment Arrangement

Please note that co-presenters share the honourarium; multiple speakers do not each receive the standard honourarium for the same session. If you wish to receive GST on top of your honourarium, you must provide the CCTCA with an invoice that includes your GST number.

Who will be receiving the honourarium payment for this session?

- One speaker \_\_\_\_\_
- Split equally, list speakers \_\_\_\_\_
- An organization \_\_\_\_\_

Please specify who the honourarium payment should be made out to. Provide either the first and last name of an individual speaker, the list of speakers to be paid, or the name of the receiving organization:

Is there anything else we need to know about this session proposal?

## Terms & Conditions

Please read the [Speaker Guidelines](#). -