

# CALIFORNIA ASSOCIATION FOR BILINGUAL EDUCATION

**CABE '98 CALL FOR PRESENTATIONS**

**23<sup>RD</sup> ANNUAL CONFERENCE**

**SAN JOSE McENERY CONVENTION CENTER**

**FEBRUARY 4 - 7, 1998**

**DEADLINE:**

**POSTMARKED FRIDAY, JUNE 27, 1997**

CABE cordially invites you to submit a proposal to present at the 1998 CABE Conference. CABE '98 will be held at the San Jose Convention Center and local hotels, February 4-7, 1998.

The Annual Conference is a major educational event for school and university personnel, parents, and other individuals who work with English Language Learners. Over the years the CABE Conferences have gained a reputation for providing participants with quality, in-depth, and innovative professional development.

It is the CABE '98 goal that, as bilingual educators, we draw from our rich resources and assume a major role in promoting and supporting educational excellence for all in California. We invite you to join us by submitting presentations that represent the most current practices for English Language Learners.

Please submit your proposal(s) on the enclosed form **postmarked no later than Friday, June 27, 1997**. Feel free to duplicate and share this invitation with others.

## GENERAL GUIDELINES FOR PRESENTER PROPOSAL APPLICATION FORM

Please complete the enclosed *Presenter Proposal Application Form* by typing or printing all information requested. **Return original copy of the form and make a copy for yourself.** Please edit carefully as the description provided on the proposal form will be used in the conference program. If you wish to propose more than one presentation, please use a separate form for each presentation. **However, every effort will be made to select a variety of presenters. We will only be able to consider proposals which are completed according to instructions.** CABA is unable to reimburse presenters for expenses.

The application form requests information regarding three presenters. If you have additional presenters, please provide their names, titles and affiliations on a separate sheet for the conference program. **It will be the responsibility of the first presenter listed to convey these guidelines to any additional presenters.**

If you wish to receive acknowledgment of receipt of your proposal, please enclose a self-addressed, stamped postcard.

### REGISTRATION

The two presenters marked specifically on the application form (**who are current CABA members**) will receive complimentary conference registration which will permit them to attend the conference for the full four days (no meals included). If your proposal is selected, registration for these two presenters will be confirmed on your Final Confirmation Letter and your badges will be available at the presenters' check-in area of the conference.

**All non-members and additional presenters will be required to pre-register and pay the applicable conference registration fees.** The forms for pre-registration will be available from CABA Headquarters in August, 1997.

### STRANDS

The workshops will be organized into the strands listed on the enclosed Presenter Proposal Application Form. Presentations must fully address and focus on English Language Learners. Presentations in languages other than English are welcome. **Please mark only one strand.**

**Commercial Presentations:** This strand is designed for any presenter representing an educational product or service **that has purchased a booth.** Those purchasing an exhibit booth and/or a full page advertisement are eligible to apply for one 1 and 1/2 hour presentation on space availability. Special consideration is given to sponsors. **Not all commercial proposals will be accepted.**

## AUDIO VISUAL EQUIPMENT

All workshop rooms will be equipped with an overhead projector and screen. Upon workshop confirmation, details for ordering additional audio visual equipment will be given. **The cost of ordering the additional equipment will be the responsibility of the presenter(s).**

### ROOM SET-UP

Please indicate your choice of room set-up under the *Room Set-Up* section of the program. If there is no choice made, we will assume the set up to be theater style.

### SCHEDULING

Presentations will be scheduled at a day and time that best **suits the** needs and goals of the conference. *If you do have time constraints, please note them on the proposal form under "scheduling".* However, please be aware that given the large number of proposals anticipated, it is possible that such constraints may preclude us from scheduling your presentation into the conference.

### NOTIFICATION OF SCHEDULING

The proposals will be reviewed by the Presenters' Committee and acceptance letters will be sent by **December, 1997.**

### WHERE TO SUBMIT PROPOSAL(S)

Please mail original copy of the Presenter Proposal Application Form to:

**CABA '98 PROGRAM DEVELOPMENT  
CABA HEADQUARTERS  
660 SOUTH FIGUEROA STREET, SUITE 1040  
LOS ANGELES, CA 90017**

***Postmark Deadline date for  
All Presenter Proposal Application Forms:***

**•• FRIDAY, JUNE 27, 1997 ••**





4. I give permission to have my presentation audio taped ( ) YES ( ) NO  
I give permission to have my presentation video taped ( ) YES ( ) NO

Signature \_\_\_\_\_

Date \_\_\_\_\_

5. I can repeat my presentation ( ) YES ( ) NO

6. **DESCRIPTION:** Type a short description in complete descriptive sentences. Please contain all information in the space provided below as additional sheets will not be considered. Edit carefully and be certain that the topic is specifically stated and clearly described since your description will be printed in the program as stated here. Your description may be edited for the program. *If your presentation is given in a language other than English, please attach the title and description in that language on a separate sheet.*

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7. **METHOD OF PRESENTATION:**

- ( ) Demonstration ( ) Lecture with support materials ( ) Group Interaction  
( ) Panel Discussion ( ) Hands-on

8. **LENGTH OF PRESENTATION:**

- ( ) 1 and 1/2 hour session ( ) 3 hour workshop

9. **GRADE LEVEL: Indicate level(s) to which the content of presentation applies:**

- ( ) Preschool ( ) Middle or Jr. High ( ) Adult  
( ) Primary Education ( ) High School ( ) College & University  
( ) Upper Elementary ( ) All

10. **AUDIENCE:**

- ( ) Administrators ( ) Para-Educators ( ) Teachers  
( ) Board Members ( ) Parents ( ) All  
( ) Business/Govt. Reps. ( ) Student Teachers ( ) Others \_\_\_\_\_  
( ) College Professors & Deans ( ) Support Staff

11. **LEVEL OF AUDIENCE:** ( ) New-to-Field ( ) Experienced ( ) Both

12. **LANGUAGE OF PRESENTATION:**

13. **SCHEDULING:** These are the days I CANNOT present:

DATES: \_\_\_\_\_

14. **ROOM SET-UP:** Please indicate the room set-up needed.

Theater Style ☐ Classroom ☐

15. **ADDITIONAL INFORMATION:** \_\_\_\_\_  
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