

INSTRUCTIONS FOR REQUEST FOR PROPOSALS (RFP) ONLINE FORM

These notes will help you prepare your responses prior to entering the online proposal form. **Please ensure sufficient time to complete your entry as there is no opportunity to re-open/edit your form. If you abandon your entry mid-session, you will have to start over again. There is no opportunity to edit your content after you leave the web page.**

Sample Screen Shots	Instructions
<p>1. Session Title: *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Enter your answer</div>	<p>Market your workshop! Select a title (10 words or fewer) that is creative and engaging. The title will draw participants to read your description and influence attendance.</p> <p>EXAMPLE: Engage and Inspire with Authentic Hands-on Mathematic Activities</p>
<p>2. Description (50 word maximum): *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Enter your answer</div>	<p>Limit 40 words. Your brochure description should be a snapshot of your presentation – what participants will do and learn in your session and why it is beneficial for them to attend. It should be written in complete sentences (not bulleted); copy-ready to publish in the program.</p>
<p>3. LEARNING OUTCOME 1 (1 sentence maximum): *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Enter your answer</div>	<p>Please describe specific results participants can expect from your presentation. Briefly explain what participants will be able to do after attending your session.</p>
<p>4. LEARNING OUTCOME 2 (1 sentence maximum): *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Enter your answer</div>	<p>Briefly describe another specific result and/or explain additional skills/strategies participants will be able to use after attending your session.</p>
<p>6. STRANDS (Choose all that apply): *</p> <ul style="list-style-type: none"> <input type="checkbox"/> Education Justice and Antiracist Education <input type="checkbox"/> Trauma-Informed <input type="checkbox"/> Educator Self-Care & Advocacy <input type="checkbox"/> Navigating the Blueprint <input type="checkbox"/> Student Engagement & Connection <input type="checkbox"/> Early Career Educator Focus 	<p>Indicate the professional development strand your presentation best addresses. (Suggested topics are general examples – your topic may be more specific.)</p>