



Presenter Assurances

To assist us in providing a successful, paperless and innovative conference for attendees, Presenters are asked to follow our designated timeline and guidelines. Specific information is also provided about breakout session logistics. Towards this effort of making the 2020 ESSA Conference an excellent learning experience for our attendees, please review and sign these assurances. At the bottom of your digital Request for Proposal, please scan and upload this signed document with your proposal application. Please keep a copy for your records!

By submitting this Request for Proposal, if chosen as a 2020 ESSA Conference Presenter, I agree to and understand following:

Timeline:

1. The deadline for submission of a Proposal is **Friday, October 25th**.
2. Chosen Presenters will be contacted by **Friday, November 15th**.
3. ALL handouts and PPT presentations must be emailed to Erin.Correll@azed.gov no later than **Monday, December 9th** for publishing on the ESSA Conference app for attendees.
 - a. Send your original PowerPoint and we will convert it to a PDF document.
 - b. If your presentation has a *video embedded*, only list the URL to compress the size of the handout.
 - c. If you are not able to email the materials by **Monday, December 9th**, you will need to bring enough copies for your sessions.
 - d. Label each handout, except for the PPT, as you would like it to appear.

Guidelines:

1. The ADE only accepts non-vendor proposals and will not endorse any services, products or applications.
2. Presenters may not offer or endorse any specific services or products for sale at any time to attendees.
3. A limit of three (3) Presenters for each session is requested: *One Lead Presenter and up to two Co-Presenters*.

4. Once the Presenter RFP has been submitted online, the number of Presenters may not increase; however, name changes are allowed. Please let us know if someone cancels prior to the event.
5. Exceptions to the number of Presenters may be requested by submitting an email request to the ESSA Review Team at EducatorAndSchoolExcellence@azed.gov no later than Friday, **October 18th**. All requests will be carefully reviewed on a case-by-case basis.

General Information:

1. Chosen Presenters are invited to **“Be Our Guest!”** on the day of their presentation and attend sessions and enjoy meals at no charge. More information will be requested about meals and session needs.
2. All Breakout Sessions will be 75-minutes in length.
3. There will be 3-4 breakout session times on Wednesday, February 19th and Thursday, February 20th. There will be 2 breakout sessions in the morning **on Friday, February 21st**.
4. There will be student performers throughout the conference during break times on Wednesday and Thursday. Please be mindful and gracious to these amazing and talented student performers!
5. All breakout rooms will have a projector, easel, paper and markers. Internet hard-wired for your session **must be** requested with your digital Request for Proposal.
6. Wi-Fi will be provided throughout the conference venue, including breakout sessions.

Presenter Assurances:

1. I will bring my laptop for my session and bring speakers that are compatible to my laptop, if they are needed. Mac users, please bring a dongle.
2. I will bring **10-15 sets** of handouts for attendees who do not have the handouts or access to them online. Any additional handouts that I desire in my session, or that are not provided on the [ESSA Conference](#) app, will be my responsibility, including any costs relating to the printing and delivery of additional handouts.

If you have any questions, please contact Erin.Correll@azed.gov or (602) 364-1958.

By signing this document, I fully agree to and understand these Presenter Assurances:

Name – Primary Presenter

Signature – Primary Presenter

Organization

Date (if not electronically signed)