

***Preview of information needed for Share the Success proposal submission.***



REQUEST FOR PROPOSALS  
IASB/IASA/IASBO JOINT ANNUAL CONFERENCE  
NOVEMBER 17-19, 2023  
SUBMISSION DEADLINE: March 6, 2023

Share the Success panel sessions are a strong draw at every IASB/IASA/IASBO Joint Annual Conference, where school board members and the full Illinois public education community come to learn and benefit from the exchange of practical, proven, experienced-based ideas.

We invite your proposal to present a Share the Success presentation at the 2023 Joint Annual Conference. Each year, a select number of school districts are chosen to make Share the Success presentations. These 60-minute panel sessions address current challenges in education; are based on actual school system experiences; and are presented by board members, administrators, and contributing school or community members. Presenters share recent discoveries, lessons learned, and innovations succeeding in their districts and offer ideas on how school boards can achieve similar success.

A committee of peer evaluators – IASB members – will evaluate all proposals received. Based upon the committee’s recommendations, invitations will be issued to the selected districts to present at the Joint Annual Conference. The school district agrees to follow the rules listed below and commits to presenting a panel as described by the proposal submitted. IASB has a process to determine the scheduling and placement of panels; therefore, assigned times and rooms are final. Please do not submit a proposal unless your district is fully prepared to make that commitment and to present at the IASB/IASA/IASBO Joint Annual Conference, November 17-19, 2023 in Chicago.

Proposals not selected for a Share the Success presentation may be offered an opportunity to present at the Carousel of Panels on Saturday afternoon, November 18, 2023. The Carousel provides three 30-minute presentations on the topic, allowing attendees to obtain a wide variety of information in minimal time.

Information for submitting your district’s Share the Success proposal follows.

**SELECTION CRITERIA FOR PROPOSALS**

The purpose of Share the Success panels is to highlight success stories showcasing actual school system experiences. Presenters share insight and practical information on how to solve common problems. They share discoveries, lessons learned, and innovations from programs succeeding in their districts.

Therefore, each proposal submitted for the Share the Success panel presentation will be evaluated using the following points of consideration:

- Topic is interesting and relevant to today's school board members.
- Presentation focuses on board-level work rather than staff work.
- Creativity and innovation are demonstrated in the approach taken.
- Proposal provides specific information rather than vague generalities.
- The district's claim to "success" is supported by evidence.
- This district's experience can be replicated by other districts.
- Proposal is concise, clearly written, and understandable.
- Proposal presents a clear picture of the panel presentation.

#### RULES FOR PANEL SUBMISSION

Proposals must be fully completed and school districts agree to the following:

1. IASB recommends no more than one moderator and four presenters. Consider the Open Meetings Act (OMA) in regard to the number of school board members participating in a panel presentation.
2. Superintendents, board members, and business officials who are presenting on a panel must register for the Joint Annual Conference.
3. Presenting districts must submit any name(s) of attorney(s) who will be presenting with the district. The attorney(s) will be included in the maximum allotment of four presenters per panel.
4. Presenting districts agree to not promote commercial vendors or their representatives in their presentations.
5. Presentations should be planned for 60 minutes, including at least 10 minutes for questions and answers.
6. A district may submit up to three panels.
7. All proposals must use materials and language that align with state and federal anti-harassment and discrimination laws that provide the basis of your local Equal Educational Opportunities and Anti-Harassment policies.
8. Do not submit or attach supplemental materials (such as audio or video recordings) with this proposal. The proposal must stand on its own.
9. Presenting districts agree to submit handouts electronically by November 3, 2023, to IASB to be placed on the Joint Annual Conference website and/or app prior to the Joint Annual Conference. Districts also agree to supply sufficient printed copies of handout materials for distribution to the audience; room capacity information will be provided to assist.
10. By agreeing to present at the Joint Annual Conference, IASB assumes that you own the needed intellectual property rights to your presentation's content (including written materials) and/or have obtained all needed permissions to utilize the content (including written materials) and grant permission to reprint the material from your presentation. If you do not own such rights and/or have not obtained the needed permissions, please take all necessary action prior to submitting your presentation to IASB.
11. IASB cannot provide lodging or travel expenses for Share the Success or Carousel of Panels participants. Travel and lodging arrangements and expenses of panelists are the responsibility of the submitting school district.

**Proposals MUST be submitted to IASB by 5 p.m., March 6, 2023.**

Questions: Contact Haylie Noltensmeier at [hnoltensmeier@iasb.com](mailto:hnoltensmeier@iasb.com) or (217) 528-9688, ext. 1103.

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**\* Indicates that an answer is required.**

**1. We understand and agree to the above rules. Should our proposal be accepted, our school district agrees to present as we have proposed and to abide by the rules listed above. Selected panels will agree to submit copies of handouts to be displayed on the Joint Annual Conference website and/or app. \***

We agree

We do not agree

## **School District Information:**

**2. School District Name \***

**3. School District Address 1 \***

**4. School District Address 2**

**5. School District City \***

**6. School District State \***

**7. School District Zip \***

**8. School District Phone Number \***

**9. School District Student Enrollment**

### **Contact Information:**

A district contact person must be designated. This person must be fully knowledgeable about the program proposed and will be the contact for moderator/presenters for the panel.

**10. District Contact Person Title \***

Mr.  Mrs.  Ms.  Miss  Dr.  None  Other:

**11. District Contact Person Name \***

**12. District Contact Person Position \*** Ex: Superintendent, Board President, etc.

**13. District Contact Person Phone Number \***

**14. District Contact Person Email Address \***

**15. School Board President's Name \***

**16. School Board President's Email \***

**17. District Superintendent's Name \***

**18. District Superintendent's Email**

## **Panel Information:**

Titles and descriptions will be limited to

- Title length: 60 OR FEWER CHARACTERS (including punctuation and spaces)
- Panel description length: 275 OR FEWER CHARACTERS (including punctuation and spaces)

**\*Titles and panel descriptions are subject to edits by IASB communications staff for clarity and consistency and to comply with IASB style guidelines.**

**20. Proposed Panel Title\* *Must meet guidelines of 60 or fewer characters (including punctuation and spaces).***

**21. Proposed Panel Description \* PLEASE NOTE: This is what will appear in the conference printed program and app. Must meet guidelines of 275 or fewer characters (including punctuation and spaces).**

**22. Topical Track *Check a track below that best describes your panel topic: \****

- Governance, Leadership, and Accountability
- Current Events (Social Justice Issues, Teacher/Personnel Shortage, Integrating New Technology, Navigating Politics in Schools, Community Engagement, etc.)
- Educational Equity (Targeting Resources, Addressing the Opportunity/Achievement Gap, Developing an Equity Statement or Policy, etc.)
- Finance/Funding (Budgeting, Collective Bargaining, Labor Challenges, Transportation, Facilities, etc.)
- Student Learning & Achievement (Career/Technical Education, Support Services/Interventions, etc.)
- Crisis Management (Lessons Learned from COVID-19; School Violence, School Emergency Situations, etc.)
- Social Emotional Learning
- Rural District Issues
- Governmental Relations
- School Law

***Learning objectives of session: ("At the end of my session, participants will be able to...")  
Minimum of two objectives***

**23. Learning Objectives #1 \***

**24. Learning Objectives #2 \***

**25. Learning Objectives #3**

**26. Learning Objectives #4**

**27. Target Audience \***

***Select all that apply.***

Board Member

Board President

Administration

Board Secretary/Administrative Assistant

Superintendent

School Business Official

Teacher

Other: \_\_\_\_\_

**28. Additional Information and Documentation of Success**

***In 3,200 or fewer characters, please provide any additional information that will further describe this proposal, your district's success, and how this information will positively impact schools across the state.***

**29. Will you be including attorneys in your presentation?**

Yes  No

**30. If, yes, enter the name of attorney(s) and law firm(s): \_\_\_\_\_**

**31. Has this presentation been made before? \***

Yes  No

**32. If so, where and when?**

**33. All panel rooms will be provided with standard A/V setup, including LCD projector, screen, and podium mic. Presenters must provide their own laptop computer if needed. Standard connections from laptop to hotel projectors are VGA or HDMI. If you have other outputs please bring compatible adapter(s). Additional A/V must be requested on this proposal form. Internet access for presenters is NOT included in a standard setup. IASB will make the decision to add to the standard A/V setup based upon reasonable requests, room size, estimated attendance, or other relevant factors.**

**If you require additional A/V, please describe what and why.**

**34. If this proposal is not selected for Share the Success, are you interested in participating in the Carousel of Panels? \***

Yes  No

Thank you for your proposal. If you have questions about the submission, please contact Haylie Noltensmeier at [hnoltensmeier@iasb.com](mailto:hnoltensmeier@iasb.com) or (217)528-9688, ext. 1103. You will be notified no later than May 1st of the determination of the panel selections.