CALL FOR PROPOSAL

Central Catholic High School’s Annual Career Day will feature a keynote speaker, over 20 workshop sessions, and unlimited opportunities to inspire youth. Speakers will have the opportunity to share their passion and dedication that led them to become pursue in their field. Speakers are assigned to a classroom and will have the opportunity to present to an eager, captive audience of students. The main objective is to give the students an opportunity to meet and talk with the people from various occupational areas to inspire and encourage them to continue to excel in school and further research their interests.

The Annual Career Day committee is seeking proposals that will be informative, relevant, and encourage students. In particular, the committee is seeking proposals that:

- Feature a diverse array of presenters, including those:
  - different levels of experience, different institutional/organizational types
- Stimulate and provoke discussion
- Contain new ideas and are on the cutting edge
- Use multimedia approaches: video, audio, PowerPoint, displays and/or handouts

Tentative Career Day Agenda:

- 9:30am-10:00am  Speaker check-in and continental breakfast
- 9:46am            Assembly-Keynote Speech
- 9:46am-10:24am    Speaker set-up
- 10:28am           Session I
- 11:02am           Session II
Three 30-Minute Presentations:
Workshop sessions involve a 20 minute presentation, followed by a 10 minute discussion or a question and answer period.

Important Deadlines:
(Only proposals submitted before deadline will be considered)

• Submission Deadline: Thursday, January 7, 2020
• Notification of Submission Status: within one to two weeks of submission
• Speakers must accept and confirm: within one week of acceptance Email or fax the following by JANUARY 31, 2020
  • Workshop proposal form
  • Workshop abstract, which includes objectives & content outline (75 words or less)
  • Presenter’s Bio (50 words or less for moderators’ introduction).
  • Draft of handouts (if any), Draft of PowerPoint Presentation (if any)

Email to: garrett@cchsca.org
Fax: (209) 524-4913
Telephone: (209) 524-9611

For questions please call Mary Garrett or Susan Garke at (209) 524-9611.

Thank you in Advance
Inspire a Student

Please fill out the following:
Workshop Title: _____________________________________________________________

Speaker Name and Title: ____________________________________________________

Co-Speaker Name and Title: ________________________________________________
Please provide 2-3 sentences describing your business/organization.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please provide a bio for each presenter in 50 words or less (for moderators’ introduction).

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Provide workshop abstract including objectives and content outline.

____________________________________________________________________
____________________________________________________________________
Equipment Request:

What is the estimated amount of time it will take for your setup? ______________

All classrooms are equipped with most tools. Check mark all items listed below you may require on the day of the presentation.

☐ To access a website/text (List website/text so we can make sure it isn’t filtered):

☐ To play a video

☐ Computer
  o it is best to bring a flash drive that is PC compatible and if you are bringing your own laptop, make sure it has an HDMI port and an extension cord.
    ▪ If you don’t have an HDMI port, bring an adaptor that is HDMI capable.
  o All documents must be Microsoft Office compatible.

☐ Clicker

☐ LCD Projector/Projecting Screen

☐ Elmo Document Camera

☐ DVD player
☐ Other ____________________________________________________________