



Illinois  
**Art Education  
 Association  
 Conference  
 2014**  
 November 6-8, 2014  
**Sheraton  
 Hotel**  
 Lisle, Illinois

Deadline to **mail** workshop proposal:  
**Saturday, March 1, 2014**

Use this official proposal form.  
 Copy all materials for your records.

Send your proposal/s to **Vicki Kanik**  
 Use only ONE submission format from  
 the following choices:

**MAIL TO:**  
 Vicki Kanik  
 4088 Brady Street  
 Yorkville, Illinois 60560  
 Home Phone: 630/553-6759

**FAX TO:** 815-286-7505

**EMAIL TO:** vkanik2@aol.com  
 Scan completed printed form and email  
 to Vicki. Include "IAEA Proposal" in  
 the subject line to avoid email going to  
 SPAM folder.

**INFORMATION CHANGES:**  
 Please notify Vicki of any changes in  
 your proposal after it is submitted.

Confirmation will be sent to all  
 presenters in the spring verifying  
 receipt of their proposal(s).

## Mail-In WORKSHOP Proposal Form

Make a copy of all materials submitted for your records. Most information applies to both **ON-SITE** and **OFF-SITE** workshop presentations. Exceptions are noted.

**WORKSHOP TITLE:** \_\_\_\_\_

**LEAD PRESENTER/S:** \_\_\_\_\_  
*Must be current IAEA members by March 1, 2014 submission deadline and during the 2014 conference; presenter must also register for conference.*

**CO-PRESENTER/S:** \_\_\_\_\_

**ON-SITE WORKSHOP (Sheraton) time block preference:**  
 Check 1st choice. Write in "2nd" choice if willing to do alternative time block. We cannot guarantee time blocks, but we will try to match your preference. Vendors get 1st choice Friday night.

- 45 Minutes                       90 Minutes (Friday Night)  
 105 Minutes                       90 Minutes (Saturday – Afternoon only)

**OFF-SITE WORKSHOP**                       Yes                       No

Only 2-hour time blocks are available off-site (travel time and set up/cleanup time is figured into schedule).  
**For all OFF-SITE workshop presenters:** I understand that I must provide my own transportation to the venue, arrange for any set up and/or clean up assistance and that a nominal room rental charge may be added to the workshop supply fee for participants.

**WORKSHOP PARTICIPANT LIMIT:**                       12                       15                       18                       20                       24

*NOTE: Limit for OFF-SITE workshops is 20.  
 If willing to do two different limits indicate #1 and #2 choices*

**ARE YOU WILLING TO PRESENT YOUR WORKSHOP A SECOND TIME?**                       Yes                       No  
 If yes, do you prefer second workshop scheduled for the same day as the first one?                       Yes                       No

**AUDIENCE LEVEL:**                       Elementary                       K-8                       Higher Ed/Students                       Retired  
 (check all that apply)                       Middle School                       High School                       Museum Interest                       All Levels

**WORKSHOP FEE:**                       Yes                       No                      \$ \_\_\_\_\_ amount per person (figured for full workshop)

*Assessing a workshop fee is optional. Amount is figured per person based on a full workshop; actual participant number may be less. All workshops will be included on the conference registration form, both fee-based and no-charge offerings.*

**WORKSHOP ASSISTANTS:** We are not able to provide assistants to help you set up or present your workshop. Please ask a colleague to assist as a co-presenter.

**WORKSHOP REQUIREMENTS:** All workshops will be near a **water source**. Off-site workshops *may* have water access in the room. ON-SITE workshop rooms will have table covers. ON-SITE floor covers are an additional fee.

**Will you need plastic on the floor? (generally not needed)**                       Yes                       No

ON-SITE workshop rooms will have a projection screen and table for projector. Screen *may* be available off-site. Presenter must provide own AV equipment and electric cord, power strip and adapters. OFF-SITE workshops *MAY NOT* have internet access.

**Are you co-presenting with another participant?**                       Yes                       No                      Name: \_\_\_\_\_

**Are you submitting more than one proposal?**                       Yes                       No                      This is proposal:                       #1                       #2                       #3  
*LEAD presenters are limited to three total submissions.*

**Are you submitting work for the IAEA Student Art Show?**                       Yes                       No

**SPECIAL NOTICE REGARDING WORKSHOPS REQUIRING INTERACTIVE TECHNOLOGY: (On-Site only):**  
 Presenter and participants must bring their own digital devices to the workshop. Advance arrangements for technology access, including internet coverage and access to outlets, power strips, adapters, etc. must be detailed in the proposal plans and cleared with the conference organizers. There may be a nominal "access charge" added to the workshop fee for the participants and the presenter.

**I am submitting a proposal which requires interactive technology:**                       Yes                       No

**Specific technology needs for your workshop:** \_\_\_\_\_

**I am willing to assess a nominal "access charge" to participants for use of hotel technology if necessary:**                       Yes                       No

**WORKSHOP DESCRIPTION:** (in 35 words or less – be descriptive and concise!) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LEAD PRESENTER CONTACT INFORMATION:** School Name (if teaching or student): \_\_\_\_\_  
 School District or Employer : \_\_\_\_\_ Teaching Level or Job Alike Category: \_\_\_\_\_  
 (see membership form for job alike categories)  
 School/Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone With Area Code: \_\_\_\_\_ Cell Phone With Area Code: \_\_\_\_\_  
 Work Phone With Area Code: \_\_\_\_\_  
 Current Email Address: \_\_\_\_\_  
 Summer or Alternate Email Address : \_\_\_\_\_