



PROPOSAL REQUIREMENTS

The Association of Boarding Schools (TABS) and the National Association of Independent Schools (NAIS) serves the professional development and marketing needs of both college-preparatory, independent boarding and day schools in the U.S., Canada, and overseas. This year TABS and NAIS have partnered to help independent schools work to define a more global perspective overall.

We welcome proposals for presentation at the 2018 TABS/NAIS Global Symposium in New Orleans, LA.

The Proposal Form is now available at <https://app.reviewr.com/s1/site/tabs2017>

Please complete our online proposal submission form. Proposals and edits will be accepted until October 28, 2017 after which you will need to contact the TABS office 828-258-5354. Ask for either Liz or Samantha.

Requirements:

- All speakers are responsible for their own expenses, including conference registrations, hotel accommodations and travel. Do not add co-presenters to your session without first informing them of their registration requirements.
- Representatives of for-profit companies or organizations wishing to submit proposals must be or agree to become a sponsor of the Symposium and all terms specific to sponsors.

PROPOSAL CATEGORIES

Concurrent Sessions

- Last 60 minutes and run concurrently on Monday, April 16, or Tuesday, April 17, 2018.
- Speakers should organize their presentation of material to last approximately 50 minutes and allow the remaining time for questions and discussion of the topic.
- Optimally, there should be one or two speakers, but not more than three.
- Those proposing sessions must be willing to present on either Monday or Tuesday.
- All speakers are responsible for their own expenses. (*Details above*)

Pre-Conference Workshops

- Last for either three to four hours and will be given on Sunday, April 15, 2018.
- They may have up to three speakers.
- Signed presenter agreements will be required indicating specific terms including certain expense coverage.

Session Guidelines

- TABS & NAIS gives preference to presentations unique to, or first delivered at, the Global Symposium.
- If proposing more than one session, please submit each proposal separately.
- Proposals listing more than three speakers will not be considered.
- All concurrent session speakers must be paid registrants for the symposium unless the committee confirms specific arrangements in writing.

ROOM SET AND AUDIOVISUAL EQUIPMENT

Each presentation room will be equipped for a normal PowerPoint presentation with an LCD projector and screen. *Computers will not be provided.* Speakers must provide their own laptop. Technology support during the conference is limited. Speakers must know how to use their computer, as well as any software utilized during the presentation.

Special audiovisual requests must be submitted on the online proposal form. Requests for equipment made on-site will not be honored. Please make any additional audiovisual requests known at the time you submit the proposal, and they will be considered.



Due to the considerable cost for Internet connections in presentation rooms, requests for Internet connections must be reviewed and approved by the symposium committee. Deadline will be provided later. Onsite requests for Internet connections will not be accommodated.

All sessions will be set theater style.

SUBMISSION DEADLINE

Your proposal must be submitted online by October 28, 2017, in order to be considered by the Symposium Planning Committee.

PROCEDURE FOR COMPLETING A PROPOSAL

- Complete the information on Speaker 1. Speaker 1 will be the primary contact for the presentation and is responsible for distributing information to all other speakers. **All speakers must obtain the financial support of their school or organization before submitting a proposal.** See *“Financial Arrangements”* below.
- Complete the information on Speaker 2 and Speaker 3, if applicable. Speaker 1 is responsible for obtaining the consent of all other presenters BEFORE submitting the proposal. All speakers **must be paid registrants** for the symposium.

Proposals must be complete to be considered by the Committee. Speaker 1 will receive an acknowledgement of proposal receipt from TABS and will be notified by the end of December.

COMMITTEE REVIEW PROCEDURES

The Symposium Planning Committee will review all proposals according to the following criteria: originality of material, overall quality of proposal, timeliness and relevance of topic, practical application of information, potential to attract and engage conference attendees, and speaking experience of presenters. Proposals, which promote a product, service, or company, will not be accepted.

Please note that if your proposal is not accepted it does not mean that it was not a good one. We simply cannot accommodate every proposal we receive.

FINANCIAL ARRANGEMENTS

All speakers and facilitators must be paid registrants unless special arrangements have been made at the time of the session confirmation. The following financial arrangements apply if your proposal is accepted:

- Your school or organization agrees to support your participation prior to submitting your proposal.
- Before adding co-presenters, they must agree to all registration requirements.
- Presenters must assume all expenses, including registration and travel.
- Representatives of for-profit companies or organizations wishing to submit proposals must be or agree to become a symposium sponsor.

Pre-Conference Workshop

All pre-conference speakers will be provided a speaker agreement that must be signed and returned to TABS by the date designated within the agreement.

Arrangements for speakers not falling into one of the above categories will be determined on a case-by-case basis.