



## Annual Education Symposium RFP Guidelines

Educate Maine's Annual Education Symposium and Leadership Luncheon will be held on December 4, 2020 at the Holiday Inn by the Bay in Portland, Maine. We are currently seeking presenters to host a variety of engaging breakout sessions for participants. Our three priority areas include:

1. Business partnerships and workforce development
2. Social-emotional learning with a focus on achieving equity
3. Policies that explicitly connect education and workforce

We welcome any and all new ideas and ways to engage participants around these important topics.

We will begin accepting proposal submissions on March 2, 2020. **The deadline for submission is June 1, 2020.** Proposals **must be submitted online** through the Educate Maine website.

### Session Formats

When you submit your proposal, we ask that you indicate your preference for presentation format from the following two options:

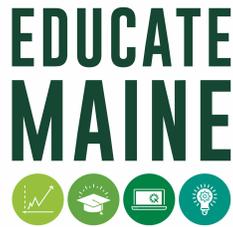
1. **Traditional Breakout (50 mins)** - one topic, often a panel, presentation, or brief workshop
2. **Deep Dive Workshop (100 mins)** - hands-on, facilitated exploration of a topic in depth, typically with breakout activities for participants.

There is no particular advantage to selecting one format over another. Please pick the format that works best for your session topic.

### 2020 Proposal Evaluation Criteria

Our team selects breakout sessions based on a number of factors. Our priority is to offer symposium attendees a diverse selection of engaging and informative sessions from which to choose. We value breadth, depth, expertise from within and beyond Maine, new ideas, compelling data, high-quality professional development, and topics related to our mission of helping Maine people reach their highest educational potential. We also look for presentations that include students on their presenter team. Proposals will be evaluated more specifically based on the following criteria:

1. Alignment to one or more of the MaineSpark tracks (more details below)
2. Clear and compelling learning objectives for session participants
3. Strategies for participant engagement



## MaineSpark Tracks

Educate Maine is a proud member of the MaineSpark coalition. Working together, the coalition's goal is for 60% of Mainers to hold a credential of value by 2025. The work is organized into five strategic tracks:

- **Strong Foundations** - working with children from birth to 6th grade
- **Future Success** - college and career readiness for middle school through college-aged students
- **Adult Promise** - working with adults aged 25 and older
- **New Opportunities** - attraction and retention of new talent for the Maine workforce
- **Policy** - policies that support attainment of the 60% by 2025 goal

Please visit <http://mainespark.me/> to learn more.

## Preview of the RFP Form

All submissions must be made online through our proposal form, which can be accessed through our website. Please have the following information ready in order to complete the form.

- Name, Title/Position, Organization/School/Company of lead presenter and any co-presenters
- Contact information for lead presenter (email and phone) and for co-presenters (email)
- Session Title (please try to keep this to ~75 characters max)
- Preferred Presentation Format (Traditional or Deep Dive)
- Session Description
- Relevant MaineSpark Track and how your session aligns with that track
- Three learning objectives for participants
- Description of your session format and how you plan to actively engage participants
- A/V needs or specific room set-up requests

*If you have any questions about the RFP process, please contact us at [info@educatemaine.org](mailto:info@educatemaine.org) or 207-347-8638. We look forward to reviewing your proposals!*