



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

Please Respond by March 1, 2005

MEMORANDUM

TO: Basic Skills Directors
Even Start Family Literacy Directors
Community-Based Organization Directors
Other Interested Persons

FROM: Linda Ray
Basic Skills Training Specialist

DATE: January 7, 2005

SUBJECT: 2005 Basic Skills? Family Literacy Conference

We are pleased to announce that the **2005 Basic Skills? Family Literacy Conference will be held July 27-29, 2005 at the Adams Mark Hotel in Charlotte, N. C.** We usually have 700+ attendees at this conference, and we hope this year will not be any different! It is important that we begin our planning now. We are asking you to go ahead and send us the attached Request for Proposals for the 2005 conference.

The conference theme is **“Race 4 Literacy: Partnerships That Work.”** This year marks the third year of our three-year “Race 4 Literacy” campaign. The emphasis this year is on business and community partnerships and awareness. In addition to other timely topics, consider submitting workshop proposals that showcase partnerships. Also, be thinking about what business or community leaders you might invite to attend sessions at the conference to increase their awareness of Basic Skills in North Carolina.

Find attached a Request for Proposal form to submit workshop suggestions for the conference. If you or someone in your program would like to be a workshop presenter, complete the attached form and submit the proposal by **March 1, 2005**. Also, feel free to suggest workshop presenters to us with contact information.

Please make copies of this letter and the Request for Proposal form for workshops and distribute them to your staff. Help them understand the importance of submissions and encourage them to participate. If you have further questions, contact **Linda Ray, Basic Skills Training Specialist, NCCCS, (919) 807-7140, rayl@ncccs.cc.nc.us** or **Don Carter, Even Start, N. C. Department of Public Instruction, (919) 807-3851, dlcarter@dpi.state.nc.us**. Thank you so much for your participation to make the 2005 conference a huge success!

Attachment

cc: Presidents CC05-004
Senior Continuing Education Administrators Email and paper copies

Race 4 Literacy: Partnerships That Work

Request for Workshop Proposals

Basic Skills & Family Literacy Conference
Adams Mark Hotel ? Charlotte, NC
July 27-29, 2005

If you are interested in sharing with colleagues across North Carolina your program ideas and practices, expertise in a certain topic, or research-based activities, please submit the attached Request for Proposal (RFP) workshop proposal form. Please feel free to submit this form to us if you have suggestions for presenters that we should contact as well. The normal time frame for workshops is 1 hour and 15 minutes. Two sessions can be combined for a 2 ½ hour workshop if more time is needed to cover the topic. Complete the attached form following the guidelines listed below and return it to Linda Ray (address on RFP) by **March 1, 2005**.

Criteria for Selection

Proposals for workshop presentations will be reviewed for their innovative, exemplary, unique and/or thought-provoking subjects, topics and/or strategies; relevance to the needs and challenges of administering, teaching and learning in community college and community-based Basic Skills programs and Even Start family literacy programs. Those that appeal to the broadest cross-section of Basic Skills and family literacy professionals will be considered first. Our audience represents a wide range of experience in workforce development, program development, instruction and program administration. **The Conference Planning Committee will select as many proposals as possible. Proposals that describe excellent partnerships between a Basic Skills program and other agencies/organizations will get preference in the selection process. A submission of a proposal is not a guarantee of acceptance. Notification of acceptance status will be emailed the week of April 4, 2005.**

Proposals must be submitted on the attached form and must include all of the following:

1. Main Presenter/Co-Presenter(s) Information

Make certain to provide the (a) name, (b) title, (c) organization, (d) address, (e) phone, (f) email and (g) fax number. *The preferred means of communication between the conference organizers and presenters is email, so please provide an email address.*

2. Title of Presentation

Provide a title (10-word maximum) that accurately and clearly reflects the specific content of your session.

3. Presentation Description

Provide an abstract of 50 words or less that will be used in the conference program to tell participants succinctly, persuasively and accurately what to expect from your session. *(Plan to use visual aids, handouts and activities to ensure audience involvement. Traditional lecture-only presentations are discouraged.)*

4. Type of Presentation - Concurrent/Breakout session

The majority of breakout sessions are 1 hour and 15 minutes in length, although presenters may request two sessions. They are intended for audiences from 25-75 people and may include multiple presenters. Presenters are expected to engage participants in interactive learning activities, provide handouts and respond to any post-session requests for more information.

5. Presenter costs

All presenters who plan to attend conference sessions other than their own are asked to register for the conference and pay the registration fee. The North Carolina Community College System Office does not provide travel support for presenters who are employees of the community college system and/or the state of North Carolina.

6. Equipment (All presenters using computers or LCD projectors must provide their own.)

Basic equipment will be provided at the conference site. Internet hook-ups will be available upon request, whenever possible. Please indicate equipment needs on the attached form.

Sponsored By:
North Carolina Community College System
Basic Skills Programs, Even Start Family Literacy Programs and the
North Carolina Literacy Association

For Office Use Only:

Workshop # _____
Day: _____
Time Slot: _____
Room Location: _____

**Workshop Proposal: Basic Skills & Family Literacy Conference
July 27-29, 2005**

Deadline Date: March 1, 2005

E-mail, mail or fax this form to: Dara Mills, millsd@ncccs.cc.nc.us, (919) 807-7164 (fax)
NC Community College System, 5016 Mail Service Center, Raleigh, NC 27699-5016

1. Main Presenter:

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone: _____ Fax: _____
E-mail: _____

(Additional presenter(s): If more space is needed for additional presenters, please provide on the back of this form the same information as required for the main presenter.)

2. Title of Presentation (10 words maximum):

3. Presentation Description (50 words or less)

4. Requested Room Set-up (Please check. Request acceptance not guaranteed due to space limitations):

_____ Theater Style (chairs and no tables); _____ Classroom Style (tables and chairs);
_____ Round Tables

5. Intended Audience (Please check all that apply):

___ Administrators; ___ Instructors; ___ Others (please list)

6. What program areas will your workshop reach? (Check all that apply.)

___ ABE _____ Compensatory Education (CED)
___ GED _____ Corrections
___ Adult High School _____ Family Literacy
___ ESL _____ Distance Learning
___ Community-Based Organizations _____ Other

7. **Equipment: (All presenters using computers or LCD projectors must provide their own.)**

_____ Overhead Projector
_____ Screen
_____ Flip Chart

The following equipment is available on a very limited basis. We may not be able to provide them in large numbers:

_____ TV/VCR Monitor
_____ Internet hook-up

(Any questions? Email or call Linda Ray, rayl@ncccs.cc.nc.us, 919/807-7140 or Dara Mills, millsd@ncccs.cc.nc.us, 919/807-7142.)