



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*H. Martin Lancaster, President*

Response Deadline: February 14, 2007

### MEMORANDUM

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

**FROM:** Katie Waters  
Basic Skills Training Specialist

**DATE:** January 12, 2007

**SUBJECT:** 2007 Basic Skills ♦ Family Literacy Conference

We are pleased to announce that the **2007 Basic Skills ♦ Family Literacy Conference will be held August 1-3, 2007 at the New Bern Convention Center in New Bern, N. C.** In 2006 we had around 850 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 2007 conference.

The conference theme is “**Sailing to Success with Race For Literacy.**” This year marks the fourth year of our four-year “Race For Literacy” campaign. The emphasis this year is on building awareness of our students’ successes. In addition to other timely topics, consider submitting workshop proposals that showcase those successes.

Find attached the **NEW Revised Request for Proposal** form to submit workshop suggestions for the conference. Please note the changes to the **Program Area Focus**. Please make sure that your presentation reaches all the program areas you indicate. We want to insure a degree of focus in presentations such that the audience comes away with information they can use in specific program areas.

If you or someone in your program would like to be a workshop presenter, complete the attached form and submit the proposal by **February 14, 2007**. 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.

CC07-015  
Email and paper copies

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MAILING ADDRESS: 5016 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5016

Street Address: 200 West Jones Street ~ Raleigh, NC 27603-1379 ~ 919-807-7093 ~ Fax 919-807-7164

AN EQUAL OPPORTUNITY EMPLOYER

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Also, feel free to suggest presenters to us with contact information. This year we will have several slots for general sessions at the same time as our usual concurrent and breakout sessions with state and national experts as presenters. These sessions will be for large audiences of 200-300 participants. Please let us know of any suggestions you might have for either the breakout, concurrent or general sessions. This can be done by completing the attached RFP and checking the appropriate session.

If you have further questions, contact **Katie Waters, Basic Skills Training Specialist, NCCCS, (919) 807-7136, [watersk@ncccommunitycolleges.edu](mailto:watersk@ncccommunitycolleges.edu)** or **Don Carter, Even Start, N. C. Department of Public Instruction, (919) 807-3851, [dlcarter@dpi.state.nc.us](mailto:dlcarter@dpi.state.nc.us)**.

Thank you so much for your participation. Together, we will make the 2007 conference better than ever!

Attachment

cc: Presidents  
Senior Continuing Education Administrators

CC07-015  
Email and paper copies

# "Sailing to Success with the Race For Literacy" Request for Workshop Proposals

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Basic Skills & Family Literacy Conference  
New Bern Convention Center ♦ New Bern, North Carolina  
**August 1-3, 2007**

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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 Katie Waters (address on RFP) by **February 14, 2007**.

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## 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 the methods for success with students and/or instructors and /or programs 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 last week of April 2007.**

**Please note changes in this year's proposals. They must be submitted on the attached form and must include all of the following:**

### 1. Main Presenter Information

Make certain to provide the (a) name, (b) title, (c) organization, (d) address, (e) phone, (f) email and (g) fax number. The Main Presenter will be responsible for getting all information to the other presenters. **The preferred means of communication between the conference organizers and Main Presenter is email, so please provide an email address.** Co-Presenter(s) Make certain to provide the (a) name, (b) title, (c) organization for the program.

**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. Requested Room Set-up**

Please request the room set-up most suitable for your presentation. However, request acceptance not guaranteed due to space limitations.

**5. Program Area Focus**

Three program areas are available for presentations. They are: Community College, Community-Based Organization, Family Literacy. Please be sure your presentation addresses all audiences checked.

**6. Audience Focus**

Focus your presentation to the appropriate audience by selecting all that apply. Administrators, Instructors and any others you may have.

**7. Type of Presentation - Concurrent/Breakout/General Session**

The majority of breakout or general sessions are 1 hour and 15 minutes in length, although presenters may request two sessions(concurrent). Breakout and concurrent sessions 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. General sessions are usually 1 hour 15 minutes in length and are for audiences of 250 -300 people. The general sessions may provide handouts, but usually don't have as much interaction as the other type sessions. We only have a few slots for general sessions.

- 8. Equipment: (All rooms will be provided with screens, flipcharts with markers and electrical hookup with powerstrips)** All other equipment will need to be provided by the presenter. Please check with your local college library or program to check out equipment or with your local community partners. The hotel does have Wireless Internet Connection. However, we have to know if your presentation **REQUIRES** Internet access. **Please indicate by checking on the application that it is required.**

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**OTHER INFORMATION:**

**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.

**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**  
**August 1-3, 2007**  
**Deadline Date: February 14, 2007**

**E-mail, mail or fax this form to: Katie Waters: [watersk@nccommunitycolleges.edu](mailto:watersk@nccommunitycolleges.edu)**  
**North Carolina Community College System,**  
**5016 Mail Service Center, Raleigh, NC 27699-5016**  
**FAX (919) 807-7164**

**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 listed below.)

**Name:** \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
**Name:** \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

**2. Title of Presentation (10 words maximum):**

\_\_\_\_\_

**3. Presentation Description (50 words or less)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**5. What Program Area audience will be your workshop address?(Check only those that apply):**  Community College;  Community-based Organizations;  Family Literacy

**6. Audience Focus (Please check all that apply):**

Administrators;  Instructors;  Others (please list)

**7. Type of Presentation Session (check only one)**

**Breakout** \_\_\_ 1 hour 15 minutes                      **Concurrent** \_\_\_ 2 hours 30 minutes  
**General Session** \_\_\_ 1 hour 15 minutes

8. **Equipment: (All rooms will be provided with screens, flipcharts with paper and electrical hookup with a powerstrip)**

All other equipment will need to be provided by the presenter. Please check with your local college library or program to obtain equipment or with your local community partners. The hotel has Wireless Internet Connection. Please indicate if **YOUR PRESENTATION REQUIRES** Internet access. \_\_\_\_\_ **Internet hook-up required.**

(Questions? Call or email Katie Waters, [watersk@nccommunitycolleges.edu](mailto:watersk@nccommunitycolleges.edu) 919/807-7136  
or Monique Bloomfield [mbloomfield@nccommunitycolleges.edu](mailto:mbloomfield@nccommunitycolleges.edu) 919/807-7142.