

**CALL FOR PRESENTERS**  
**AASPA Winter Boot Camp 2011**  
**January 26 – 27, 2012 – San Diego, CA**

AASPA is excited to offer you an opportunity to share your expertise with your colleagues. We are providing a chance to submit a presentation proposal for the AASPA Personnel Administrator Boot Camp 2012. The topics listed below are guidelines of topics for consideration on the program. Please submit your proposal on one or more of the following topics or another that you believe would fit with the program.

- Dealing with the Media
- Employee Discipline
- Employee Handbooks & Publications
- Handling EEOC Complaints
- Organization of the Personnel Office
- Overview of Federal Laws
- Pay for Performance
- Positioning HR as a Key District Player
- Record Keeping and Documentation
- Recruitment/Retention Plans
- Teacher Evaluations
- Dealing with Tough Economic Times
- Writing Job Descriptions

Please type or print clearly.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SCHOOL DISTRICT/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE/PROVINCE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TITLE OF PRESENTATION: \_\_\_\_\_

SUMMARY: Please summarize (maximum of 30 words) your session: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A note for our business partners:**

AASPA will consider presentations given by consultants or companies that provide free, useful information and resources to session participants. Presentations cannot be sales presentations. Attendees must receive valuable information and strategies, regardless of whether they purchase products or services endorsed by the presenter. By submitting this presentation, you have consented to this policy.

Additionally, AASPA requests that each consultant or company presenting also sponsor an event at the Boot Camp. Sponsorships range from \$400 to \$1500 and include a tabletop exhibit in the back of the general session room for two days.

**Presenter Expenses:**

AASPA regrets we have limited funding available to reimburse presenters for registration and travel expenses. There may be exceptions for keynote speakers or those willing to present on multiple topics. Please contact AASPA if you have questions.

**Handouts:**

All handout materials must be sent via email to [sandy@aspa.org](mailto:sandy@aspa.org) no later than two weeks prior to the Boot Camp. You will be responsible for providing enough handouts for all participants.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax this form to AASPA at (913) 327-1223.**

**American Association of School Personnel Administrators  
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