



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*H. Martin Lancaster, President*

**Response Deadline: March 1, 2008**

### 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 30, 2008

**SUBJECT:** 2008 Basic Skills ♦ Family Literacy Conference

We are pleased to announce that the **2008 Basic Skills ♦ Family Literacy Conference will be held August 6- 8, 2008, at the Twin City Quarter in Winston-Salem, N. C.** In 2006 we had around 900 attendees at the conference in Winston-Salem, 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 2008 conference.

The conference theme is “**Transitioning to a Higher Level.**” The emphasis this year is on building accountability of our programs' 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 **March 1, 2008**. 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.

**CC08-025**  
**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. Again 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) 981-5298, [dlcarter@dpi.state.nc.us](mailto:dlcarter@dpi.state.nc.us).**

Thank you so much for your participation. Together, we will make the 2008 conference better than ever!

Attachment

c: Presidents  
Senior Continuing Education Administrators

**CC08-025**  
**Email and paper copies**

"Transitioning to a Higher Level"

# Request for Workshop Proposal

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Basic Skills & Family Literacy Conference  
Twin City Quarter ♦ Winston-Salem, North Carolina  
**August 6-8, 2008**

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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 **March 1, 2008**.

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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.** The proposal must be clearly written. There should be a commitment to participant involvement such as opportunities for questions or "hands-on" experiences. The presentation should not be a promotion or endorsement of any commercial product or for-profit program. All information requested on the proposal form that follows should be complete. **Proposals that describe the methods for accountability and 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 by May 1, 2008. Letters of verification for presenters with a presenters guide will be mailed at the same time to those accepted.**

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

1. **For college personnel only:** College personnel and state employees need to get their Deans, Directors (supervisors) to sign off on the approval of the RFP submitted with the understanding that the sponsors of the conference will not reimburse anyone who is a college or state employee for their travel or time.

## 2. 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.

## 3. Name of Moderator Email Name of College/Organization They Represent

You are not required to provide a moderator for your session. However, we encourage you to do so. If you do choose to provide your own moderator, please list their name and email address. List the name of the college or organization they represent so they can be included in the program. We will provide an orientation on August 6, 11:00 a.m. for all the moderators, at which time we will provide them with all their supplies.

## 4. Title of Presentation

Provide a title (**10-word maximum**) to accurately and clearly reflect the specific content of the session.

## 5. 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.)*

## 6. Requested Room Set-up

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

## 7. 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.

## 8. Audience Focus

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

## 9. 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.

10. Equipment: (All rooms will be provided with screens, flipcharts with markers and electrical hookup with power strips). All other equipment will need to be provided by the presenter.

Please check with your local college library, community partners or program to check out equipment. 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. If your presentation is selected, you will be asked to provide an electronic copy of presentation handouts for inclusion on the conference website.

*For technical assistance in completing this form, contact:*

**Judy Howell**  
Basic Skills Training Technician  
North Carolina Community College System  
[howellj@nccommunitycolleges.edu](mailto:howellj@nccommunitycolleges.edu)  
(919) 807-7141

For all other questions, contact:

**Katie Waters**  
Basic Skills Training Specialist  
NC Community College System  
[watersk@nccommunitycolleges.edu](mailto:watersk@nccommunitycolleges.edu)  
(919) 807-7136

**Don Carter, Even Start Coordinator**  
Office of School Readiness  
N. C. Department of Public Instruction  
[dlcarter@dpi.state.nc.us](mailto:dlcarter@dpi.state.nc.us)  
(919) 981-5298

**Lizzie Ellis-Furlong, President**  
North Carolina Literacy Association  
[lellisfurlong@yahoo.com](mailto:lellisfurlong@yahoo.com)  
(919) 416-0837

# **Basic Skills & Family Literacy Conference** **Twin City Quarter** **August 6-8, 2008**

**Sponsored by**

**Basic Skills Department of the North Carolina Community College System**  
**Even Start- Office of School Readiness, Department of Public Instruction**  
**North Carolina Literacy Association**  
**UNC-TV**

**For Office Use Only:**

Workshop # \_\_\_\_\_  
Day: \_\_\_\_\_  
Time Slot: \_\_\_\_\_  
Room Location: \_\_\_\_\_

**Workshop Proposal: Basic Skills & Family Literacy Conference  
August 6-8, 2008  
Deadline Date: March 1, 2008**

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

**1. For college personnel only:**

I certify that as the supervisor or designee I have the authority to approve this proposal:

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\_\_\_\_\_  
(Print name of Supervisor or Designee)                      Signature    (Date)

I understand the sponsors will not provide travel support for presenters who are employees of the North Carolina Community College System and/or the state of North Carolina.

**2. 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: \_\_\_\_\_

**3. Name of Moderator:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Name of College or Organization Moderator is from:** \_\_\_\_\_

**4. Title of Presentation (10 words maximum):** \_\_\_\_\_

5. **Presentation Description** (50 words or less):

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6. **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

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

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

Administrators;  Instructors;  Others (please list)

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

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

10. **Equipment: (All rooms will be provided with screens, flipcharts with paper and electrical**

**hookup with a power strip)**

**All other equipment (LCD Projector-Laptop) 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 Judy Howell [howellj@nccommunitycolleges.edu](mailto:howellj@nccommunitycolleges.edu) (919)807- 7141

or Katie Waters [watersk@nccommunitycolleges.edu](mailto:watersk@nccommunitycolleges.edu) 919/807-7136.