

2024 Annual REEA Conference June 27-28, 2024

Memphis, Tennessee



REEA Request for Proposals Submission Form

RETURN completed 4-page form with supporting documents to Kris@REEA.org or fax to REEA Office at 520-296-6006

Contact Information

PRESENTER INFORMATION – Please list additional co-presenters on a separate sheet.

Presenter: _____

Company: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: (____) _____ Office Phone: (____) _____

Website: _____ Email: _____

Please include the following with your submission no later than **December 31, 2023**, for consideration:

- Contact Information – Page 1
- Proposed Presentation – Page 2
- References – Page 3
- Instructions for Submission *signed and dated* – Page 4
- Presentation Outline
- Attached Resume
- Short Bio below Short Bio attached

- Include any video links and/or handouts of your presentation *if available* for review by the REEA RFP Review Committee.
- RFP submission deadline: **December 31, 2023**
- RETURN this completed 4-page RFP Submission Form with supporting documents listed above to the REEA Office: Email: Kris@REEA.org | Fax: 520-296-6006

2024 Annual REEA Conference June 27-28, 2024

Memphis, Tennessee



REEA Presentation/Session Information

RETURN completed 4-page form with supporting documents to Kris@REEA.org or fax to REEA Office at 520-296-6006

Keeping our theme in mind, our goal is for you to unleash the power of **Grit**, **Grind**, and **Grow**—the fundamental pillars of the educational journey, embodying the essence of every educator where we will embark on a transformative experience at the **2024 Annual REEA Conference**, where you'll uncover the depth behind this year's logo's harmonious colors. Beyond the visual appeal, each shade resonates with profound meaning, reflecting our identity:

♥ **Purple** symbolizes Wisdom. ♥ **Red** signifies Energy. ♥ **Green** embodies Growth.

At REEA, we proudly present more than just a conference. It's a celebration of our unwavering love, respect, and commitment to our esteemed Members, the dynamic Industry we serve, and the cherished bonds within our REEA Family. Join us in shaping the future with purpose and passion.

All sessions are scheduled for 60 minutes only; please allow time for questions and answers.

Proposed Presentation Title (*please keep short*): _____

Brief description of your presentation: _____

Who your presentation will target (*check all that apply*):

- Classroom Instructors: Pre/Post CE/Other _____
 Distance Education Instructors Education Directors Regulators Host Remote

In 250 words or less, what value would the attendee walk away with after your presentation?

What are the 3 top Primary Learning Objectives of your presentation?

1. _____
2. _____
3. _____

Attached Timed Outline with your RFP *when available*

Please indicate if you are planning to attend the entire REEA Conference: Yes No

Print Name: _____

2024 Annual REEA Conference June 27-28, 2024

Memphis, Tennessee

REEA RFP References



RETURN completed 4-page form with supporting documents to Kris@REEA.org or fax to REEA Office at 520-296-6006

① Organization Name: _____

Contact Person: _____

Email: _____ Phone: _____

Course Title Presented: _____

Description of Program: _____

② Organization Name: _____

Contact Person: _____

Email: _____ Phone: _____

Course Title Presented: _____

Description of Program: _____

③ Organization Name: _____

Contact Person: _____

Email: _____ Phone: _____

Course Title Presented: _____

Description of Program: _____

Print Name: _____

2024 Annual REEA Conference June 27-28, 2024

Memphis, Tennessee

REEA Presentation Policy



RETURN completed 4-page form with supporting documents to Kris@REEA.org or fax to REEA Office at 520-296-6006

For consideration of your program, you must:

- Provide your complete contact information, page 1.
- Submit a separate form for each program proposal.
- Provide a program content outline.
- Provide a 50–75-word program description suitable for conference website.
- Submit a short biography (1 paragraph) and your photo in a jpg formats.
- Provide references on page 3 of three (3) recent teaching or speaking engagements you've completed in the last year including references and contact information for each and a video link to your presentation, if available. If this is a new presentation, please indicate so.
- Permit audio recording (*in the event your session is recorded by anyone*) of your program and agree that copies may be available for all conference attendees after the conference, if applicable.
- If your submission is a panel, please let us know on page 2 as specific requirement may be made.
- We ask that your presentation is in line with our theme and goal in mind, is for you to unleash the power of **Grit, Grind, and Grow**—the fundamental pillars of the educational journey, embodying the essence of every educator where we will embark on a transformative experience at the **2024 Annual REEA Conference**, where you'll uncover the depth behind this year's logo's harmonious colors. Beyond the visual appeal, each shade resonates with profound meaning, reflecting our identity:

♥ Purple symbolizes Wisdom. ♥ Red signifies Energy. ♥ Green embodies Growth.

At REEA, we proudly present more than just a conference. It's a celebration of our unwavering love, respect, and commitment to our esteemed Members, the dynamic Industry we serve, and the cherished bonds within our REEA Family. Join us in shaping the future with purpose and passion.

Materials/Handouts:

- If you will be providing attendee handouts, it is your responsibility to bring and provide them for attendees. REEA does not make copies for delivery to attendees.
- By signing this agreement, you are authorizing REEA permission to reproduce material if any delivered to REEA.
- REEA, the Conference Chair and RFP Task Force reserve the right to approve and edit session materials.
- All sessions are scheduled for 60 minutes only; please allow time for questions and answers.

Reminders:

- RFP submissions received by REEA after the deadline date of December 31, 2023 may not be considered.
- Session presenters do not receive an honorarium or reimbursement for travel expenses.
- REEA will not cover the cost of pre or onsite copying of session materials.
- Speakers/Presenters should remember that members attend these sessions for educational purposes. Topics and presentations cannot promote the individual speaker's school, programs, or items for sale. While speakers may mention books, articles, tapes, or DVDs they have authored or edited, sale of such materials is permitted only in the exhibition hall area by registered exhibitors. Contact your REEA office for exhibitor opportunities.

Equipment:

- If chosen to participate at the Annual Conference, a Speaker Agreement Form will be sent with your confirmation. However, when planning your presentation, there are some important things to consider:
 - ✓ REEA will provide a laptop, LCD projector, screen, audio patch for house sound in the individual session rooms and microphones when needed.
 - ✓ Please be sure to bring your presentation on a flash drive PC compatible.
 - ✓ All other needs will be the responsibility of the speaker.
 - ✓ Limited Internet Access will be available. Please advise if access is necessary for your session.

Print Name: _____ Signature: _____