



# 2024 MEA Winter Conference

Renaissance Center, Detroit / Thursday, March 7, and Friday, March 8, 2024

## REQUEST FOR SESSION PROPOSAL

Please submit the completed form(s) by Monday, October 30, 2023

Please Type or Print

Presenter/Main Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone Number: (\_\_\_\_) \_\_\_\_\_

If Staff, Job Title; If MEA Member, Local Unit: \_\_\_\_\_

Co-Presenter Name & Email: \_\_\_\_\_

If Staff, Job Title; If MEA Member, Local Unit: \_\_\_\_\_

If more than 2 Presenters, please attach their name, email and job title or local unit on a separate piece of paper.

NOTE: Non-Staff presenters are limited to 2 per session with regard to reimbursement of expenses. In addition, Guidelines for Reimbursement of Conference-Related Expenses for Non-Staff Presenters is attached.

Session Title: \_\_\_\_\_

Length of Session (Select One): \_\_\_ 1.5 hours \_\_\_ 3 hours \_\_\_ Other (in 1.5 hour increments) \_\_\_\_\_

Session Content Category (select only the top 4 categories):

- |                |                        |                  |                             |                |
|----------------|------------------------|------------------|-----------------------------|----------------|
| Bargaining     | Higher Education       | Member Retention | Professional Development    | Social Justice |
| Communications | Legal                  | MESSA            | Professional Issues         | Technology     |
| Finance        | MEA Financial Services | Political        | Protecting Public Education |                |
| Governance     | Member Engagement      | Privatization    | School Reform               |                |
- Other \_\_\_\_\_

Session Description (Please provide a brief description of the contents of the session in 50 words or less.):

Designated Audience: \_\_\_ Teachers Only \_\_\_ ESP Members Only \_\_\_ Higher Education Members Only  
\_\_\_ All Education Employees (not limited to one particular group)

Presenter Availability: \_\_\_ Available Any Time Thursday or Friday I/We can NOT present on the following:  
Thurs AM Thurs PM Fri AM Fri PM

Room Setup Preference (subject to availability) \_\_\_ Round Tables (if 50 or under only) \_\_\_ Classroom \_\_\_ No Preference

AV Needs (subject to availability): \_\_\_ Please Provide an LCD Projector and Screen \_\_\_ Flip Chart Paper & Markers  
NOTE: Presenters must provide own laptop. If more than 1, how many? \_\_\_\_\_

Session Size: (please mark the MAXIMUM number of people you want in your session) \_\_\_\_\_

I will be submitting more than one request for session proposal.

I am willing to repeat my session

**PLEASE SUBMIT THE COMPLETED FORM(S) BY Monday, October 30, 2023.**

Submit the completed form(s) electronically to [Conferences@mea.org](mailto:Conferences@mea.org).  
If you have questions, please call Taylor Mayville at 517/337-5491 or 1-800-292-1934.

