# 2016 AEA Professional Development Conference

# Call for Presenter

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# Memorandum

**DATE:                                    May 31, 2016**

**TO:                                         Arkansas Education Association**

**FROM:                                  Brenda Robinson, President**

**Tracey-Ann Nelson, Executive Director**

# RE:                             Call for Presenters: 2016 AEA Professional Development Conference

The AEA Annual Professional Development Conference has been scheduled for **November 3-4, 2016** in Little Rock.  The conference will begin at 9 a.m., on both days. Two-hour workshops will run from 9 to 11a.m., 12 noon to 2 p.m. and 2:30 to 4:30 p.m. We are looking forward to partnering with Arkansas educators to provide quality professional development for Arkansas teachers.

Persons interested in presenting at the AEA Professional Development Conference must complete the **Professional Development Presenter Qualifications form** which is found online at [www.aeaonline.org/teach](http://www.aeaonline.org/teach) This form provides space for a description (50 words or less) of each workshop that you wish to present. No workshop will be approved until the Professional Development Qualification form is submitted along with the **AEA 2016 Workshop application**also foundon the webpage.

In order to provide a quality pre-registration process, assemble a quality agenda, ensure that our teachers receive staff development credit, and provide timely notice to Arkansas educators, we are asking you to submit your application(s) by July 1, 2016. This will enable us to review all applications and have the conference registration website up by August 29, 2016.  Cooperation is critical to a successful professional development experience for Arkansas educators.

The current Arkansas Department of Education Rules Governing Professional Development are found online at [www.aeaonline.org/teach](http://www.aeaonline.org/teach)

Interested presenters should return the application and a description of the proposed professional development offering to **Susana O’Daniel** at sodaniel@aeanea.org or If you have any questions you may e-mail her at the address above.

We look forward to working with you and to a successful conference.