



BREAKOUT SESSION REQUEST FOR PROPOSAL

CAPPS 25th Annual Conference

“25 Years Strong: Moving Forward with Confidence”

Proposal Guidelines (75 minute presentation)

**Thursday, October 15, 2009
Hyatt Regency Century Plaza – Los Angeles, California**

Are you a dynamic speaker with a “Hot” topic? The California Association of Private Postsecondary Schools (CAPPS) Annual Conference may be the place for you. In keeping with this year’s theme, “25 Years Strong: Moving Forward with Confidence”, CAPPS strives to offer a variety of breakout sessions at its annual conferences that focus on issues relevant to the private postsecondary education sector. It is our goal to continue the tradition of offering high quality instruction and training for California’s proprietary school members.

To assist CAPPS in celebrating its 25th anniversary, and to offer our participants the best conference to date, **we are seeking breakout session proposals** that will provide the following:

- ✓ Innovative and creative subject matter related to the private postsecondary education sector, with emphasis on topics relevant to ownership, management, administration, education, financial aid, admissions, placement, admissions and marketing, delivery modes, and other related subjects.
- ✓ Experienced and dynamic presenter(s).
- ✓ Complete lack of reliance on one product or methodology that could relate to sales of a presenter’s product (*please see separate proposal for vendor sales presentations*).
- ✓ Program description, objectives, and target audience.

To ensure that your proposal is considered by the CAPPS conference committee, please submit your proposal to robert@cappsonline.org no later than **July 31, 2009**. As part of your proposal, please provide the following information:

- Presentation Title (to be printed in conference program)
- Name, title, company, address, telephone and email of presenter(s)

- If contact is different than the presenter(s), please provide name, title, company, address, telephone and email of contact person
- Program Description and Session Outline
- Session Format and Methods (i.e., lecture, roundtable discussion, panel discussion, role plays, case studies, combination of methods, etc.)
- Description of Materials/Handouts (please attach)
- 100-word program-ready proposal description
- Full Bio or CV of the presenter(s)
- Audio visual equipment request (*Note: CAPPS will provide basic A/V equipment to include microphone, LCD projector package, and flip charts. The presenter must cover the costs of internet access or other special A/V requests.*)
- Intended Audience (i.e., Compliance, Marketing, Financial Aid, Operations)
- Any additional information that you would like CAPPS to consider.

Preference will be given to proposals submitted by vendors who are allied members and signed up as an exhibitor, and/or sponsors, and with topics directly related to this year's theme.

Please email completed proposals to Robert Johnson, CAPPS Executive Director, at robert@cappsonline.org by **Friday, July 31, 2009**. Results of the proposal review will be emailed by August 7, 2009.

If you have any questions, please contact Robert Johnson or Tamie Taylor at the CAPPS office, 916-447-5500 or 877-922-2777 (CA only).

Thank you,

CAPPS Annual Conference Planning Committee

