

## About the Proposal Process

TWC Adult Education and Literacy is requesting proposals for sessions at the 2021 Fall Institute: Building For Quality (Aug. 30 - Sept. 2). To have your session considered, please fill out the form in its entirety. *Please complete one form for each distinct session you wish to propose.*

Sessions are offered in-person at the Sheraton Capitol in Austin for this event, and presenters may present their session either in-person or remotely. All required safety precautions will be taken and more information will be released as we get closer. This event will also be live-streamed for those unable to attend.

### PROPOSAL REQUIREMENTS:

All sessions should align to one of the four (4) Adult Education and Literacy Strategic Plan strategies:

1. Increase Workforce, Secondary, and Postsecondary Education and Training Outcomes: To support increases in education and work-related outcomes through enhanced delivery and service integration;
2. Address Demand: To implement strategies that address projected demand for AEL in Texas;
3. Increase System Coordination and Integration: To support and facilitate increased coordination and collaboration among state and local system stakeholders;
4. Improve Program Effectiveness: To support increased program effectiveness, and ensure program accountability, fiscal integrity, and ability to communicate program impact to stakeholders.

### SESSION REQUIREMENTS:

- Sessions must fit within a one-hour presentation time frame.
- Proposals are due no later than Monday, May 24th, 2021.
- All presentations and materials must meet Accessibility requirements according to the standards set forth by Title 1 Texas Administrative Code Chapter 206 and Chapter 213. Please see <https://twc.texas.gov/twc-accessibility-policy>.

### ABOUT THE SELECTION PROCESS:

- Notifications of acceptance or rejection will be delivered primarily during the first week of June. Every proposal will receive feedback as to whether their session was selected or not.

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## Contact Information

**Please provide contact information for the person who is the primary point of contact for the session and logistical details. This is the person who should receive all updates and requests for information from TWC AEL.**

\* Contact Information

Name

Organization/ School/  
Grantee

City/Town

Email Address

Phone Number

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## Speaker Details

**Please provide information about each speaker who will be participating in the session.**

**\* Speaker #1**

Name

Professional Credentials

Job Title

Company

Email Address

Phone Number

**\* Primary Speaker's Affiliation**

Please check appropriate box.

- AEL Grantee or Provider
- TCALL (TRAIN PD)
- Higher Ed, Community or Technical College (non-AEL)
- Workforce Board (Staff, Contractor, other)
- Other Stakeholder (Agency, consultant, employer, advocacy group)

**\* Speaker Bio:** Enter a brief biographical description that demonstrates professional qualifications, expertise on the subject matter, and/or speaking experience.

**\* Do you have another speaker for your proposed session?**

- Yes
  - No
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## Speaker Details

Please provide information about each speaker who will be participating in the session.

### \* Speaker #2

Name

Professional Credentials

Job Title

Company

Email Address

Phone Number

### \* Co-Speaker's Affiliation

Please check appropriate box.

- AEL Program Staff
- TCALL (TRAIN PD)
- Higher Ed, Community or Technical College staff (non-AEL)
- Workforce Board (Staff, contractor, other)
- Other Stakeholder (Agency, consultant, employer, advocacy group)

\* Speaker Bio: Enter a brief biographical description that demonstrates professional qualifications, expertise on the subject matter, and/or speaking experience.

\* Do you have another speaker for your proposed session?

- Yes
- No

## Speaker Details

Please provide information about each speaker who will be participating in the session.

\* Speaker #3

Name

Professional Credentials

Job Title

Company

Email Address

Phone Number

\* Co-Speaker's Affiliation

Please check appropriate box.

- AEL Program Staff
- TCALL (TRAIN PD)
- Higher Ed, Community or Technical College (non-AEL)
- Workforce Board (Staff, contractor, other)
- Other Stakeholder (Agency, consultant, employer, advocacy group)

\* Speaker Bio: Enter a brief biographical description that demonstrates professional qualifications, expertise on the subject matter, and/or speaking experience.

\* Do you have another speaker for your proposed session?

- Yes
- No

## Speaker Details

Please provide information about each speaker who will be participating in the session.

### \* Speaker #3

Name

Professional Credentials

Job Title

Company

Email Address

Phone Number

### \* Co-Speaker's Affiliation

Please check appropriate box.

- AEL Program Staff
- TCALL (TRAIN PD)
- Higher Ed, Community or Technical College (non-AEL)
- Workforce Board (Staff, contractor, other)
- Other Stakeholder (Agency, consultant, employer, advocacy group).

\* Speaker Bio: Enter a brief biographical description that demonstrates professional qualifications, expertise on the subject matter, and/or speaking experience.

## Session Details

Please provide information about the content of the session you are proposing to present.

\* Will your session be presented in-person or remotely? All speakers must present in the same mode.

- In-person  
 Remotely

\* **Session Title:** (maximum seven words)

\* **Subject Matter/Topic:** (maximum 75 words)

\* **Description:**

\* To which Strategic Plan strategy does your session best align?

- Increase Workforce, Secondary, and Postsecondary Education and Training Outcomes to support increases in education and work-related outcomes through enhanced delivery and service integration.
- Address demand to implement strategies that address projected demand for AEL in Texas.
- Increase system coordination and integration to support and facilitate increased coordination and collaboration among state and local system stakeholders.
- Improve program effectiveness to support increased program effectiveness, and ensure program accountability, fiscal integrity, and ability to communicate program impact to stakeholders.

\* **Sophistication level of presentation**

- Beginner - Not familiar with AEL
- Intermediate - Have worked in AEL before
- Advanced - Very familiar with AEL

\* Intended Audience. Select all that apply.

- General Public
- AEL Program Administrators
- AEL Instructors
- AEL Students
- AEL Contracts/Finance staff
- AEL Data staff

\* Learning objectives: What will participants be able to do following the presentation? Please list 2 - 3.

At the end of the session, attendees will be able to:

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**General subject areas: Help us understand who the presentation is for by providing key words about the subject matter topics to be discussed.**

\* Does your session require multiple parts? Select total parts needed. Each hour is considered one part.

- No- This is a single session only.
- Part 2
- Part 3
- Other (Please specify total parts needed, if greater than 3)

\* Time Preference?

- Morning
- Afternoon
- No preference

**You have reached the end of the session proposal form.  
Make sure to click on "Done" below to submit your proposal.  
Please complete one form for each distinct session you wish to propose.**