



Call for Proposals

INDEPENDENT
EDUCATIONAL
CONSULTANTS
ASSOCIATION

IECA Spring and Fall Conferences

OVERVIEW

The Independent Educational Consultants Association was founded in 1976 as a nonprofit professional association of established consultants. Since its inception, the Association has received national recognition as an organization whose members are dedicated to helping students of all ages and needs identify and select suitable schools, colleges, and other educational programs. The Association creates opportunities for members and other admission professionals to enhance their knowledge and maintain their skills through meetings, workshops, training programs, campus tours, and information exchanges.

The consultant's primary concern is the welfare of the student with whom he or she is working. Association members do not accept or solicit fees from institutions for the referral or placement of a client. Consultants are paid directly by clients (individuals or their parents) for their services. This assures unbiased advice and recommendations based on the consultant's professional judgment of a student's needs and abilities.

The Independent Educational Consultants Association sponsors conferences, workshops, and meetings in various parts of the country. Two national conferences are scheduled each year, typically in May and November. The programs, which attract more than a thousand participants, each span several days and include sessions designed solely for IECA consultants as well as sessions designed to meet the needs of admissions and administrative representatives and other educational professionals from schools, colleges, and other adolescent programs.

PROGRAM DEVELOPMENT

The IECA Program Committee is responsible for coordinating the complete conference schedule of workshops, seminars, and speakers. The committee will review all proposals and make its decisions based on experience of the presenter(s), timeliness and relevance of the topic, general quality of the proposal, usefulness of information, and potential to attract and engage conference attendees. In seeking to maintain an overall balance of topics, it is inevitable that the committee will be unable to accept, or may defer, some excellent proposals. ***Proposals that promote individual programs, institutions, or commercial materials are considered inappropriate.***



PROCEDURE FOR SUBMITTING A PROPOSAL

1. Complete the enclosed application form. If a group is submitting a proposal, list the names and affiliations of all those presenting. Note one person who will serve as the primary contact for the group.
2. Include an outline or one-page summary of the proposed session.
3. Proposals should be submitted at least eight months in advance of the targeted conference date.
4. Recent articles, papers, or books written by the presenter may be submitted with the proposal. With permission, excerpts may be used in conference promotional materials.

SUPPORT AND HONORARIA

Generally, there is no provision for honoraria for workshop presenters, and no reduction in conference registration fees should a speaker or presenter wish to attend any part of the conference other than their own session. IECA members and affiliated admission officers volunteer their services to the Program Committee and conference without reimbursement for travel expenses, registration fees, or honoraria.

IECA ACCEPTS PROPOSALS FOR THREE TYPES OF PRESENTATIONS:

■ Consultant Focused Workshops

Workshops last 75 minutes

These workshops are designed exclusively for the educational consultant and focus on exploring issues that are critical to helping clients find the best educational setting. The spectrum of consultant interests is wide, but is generally concerned with recent admission trends or developments in college, school, learning disability, or behavioral programs; issues affecting school-aged adolescents; programs unique to the region in which the conference is being held; or office management and small business practices. An effort is made to offer a proportional balance of individualized workshops that may appeal to one of these groups: those who are interested in beginning an educational consulting practice; those transitioning into consulting after a career in school or college counseling; and educational consultants who have been in practice for a number of years.

■ Workshops for All Attendees

Workshops last 75 minutes

These sessions seek either to encourage interaction between educational consultants and school, college, and program representatives who attend the workshops together, or may be topics of particular interest to admission representatives alone. Topics should challenge all participants with new ideas and perspectives. Selected topics may include, but are not limited to the following: information technology, testing and assessment, national educational policy issues, brain and learning theories, marketing and promotion, learning differences, diversity, ethics, and academic trends and developments.

■ Pre-/Post-Conference Seminars

Pre-/Post-Conference Seminars last 3 - 6 hours

These half- or full-day programs concentrate on specific areas of interest to conference attendees. Past seminar topics include: diagnosing and dealing with learning disabilities, special concerns of the adopted child, college financial aid, recruiting and consulting in China, and supporting children with special needs. Speakers are nationally recognized experts who inform the attendees about recent developments and trends in their field. Participation is limited so that the speaker/facilitator may include hands-on opportunities and provide time for interaction between participants.

UPCOMING IECA CONFERENCES

Cincinnati, Ohio • November 3 - 6, 2010
Proposal Deadline: June 15, 2010

Philadelphia, Pennsylvania • May 4 - 7, 2011
Proposal Deadline: December 15, 2010

Dallas, Texas • November 9 - 12, 2011
Proposal Deadline: June 15, 2011





IECA PRESENTATION PROPOSAL

I. CONTACT PERSON

Name _____ Date: _____

Title/Position _____

School/Association/Company _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone Number _____ Fax Number _____

E-mail Address _____

II. TYPE OF PRESENTATION

Educational Session (75 minutes) Pre-/Post-Conference Seminar (3 - 6 hours)

III. AUDIENCE

The primary audience(s) for my presentation is/are (check all that apply):

- Beginning Educational Consultant
- Experienced Educational Consultant
- Headmaster/Admission Officer (Boarding School)
- Admission Officer/Clinical Staff (College)
- Director/Admission Officer (Therapeutic Program)
- Headmaster/Admission Officer (Learning Disabilities Program)
- Other: _____

IV. TITLE OF PRESENTATION:

V. BRIEF DESCRIPTION OF PRESENTATION

Provide an accurate description (75 word maximum), as this will be published in the conference program.

VI. ANTICIPATED ROOM SET-UP AND AUDIO-VISUAL NEEDS

Laptops will NOT be provided. Presenters are responsible for providing laptops for use with LCD projectors.

VII. LEAD SPEAKER/MODERATOR

Name _____

Title/Position _____

School/Association/Company _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone Number _____ Fax Number _____

E-mail Address _____

Have you presented at other conferences? No Yes (List) _____

Was it this same session? Yes No

VIII. OTHER SPEAKERS/PRESENTERS/PANELISTS

Name _____

Title/Position _____

School/Association/Company _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone Number _____ Fax Number _____

E-mail Address _____

IX. CO-SPEAKER 2 (IF APPLICABLE)

Name _____

Title/Position _____

School/Association/Company _____

Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone Number _____ Fax Number _____

E-mail Address _____

PLEASE SUBMIT PROPOSAL FORM TO:

Rachel King, IECA Conference Manager

3251 Old Lee Highway, Suite 510, Fairfax, VA 22030

Rachel@IECAonline.com ■ www.IECAonline.com

Telephone: 703-591-4850 ext. 16 ■ Fax: 703-591-4860