



2026 Forest Park Education Summit

Workshop Proposal Criteria

Thank you for expressing your interest in submitting a workshop proposal. To ensure prospective presenters understand the requirements when submitting a workshop proposal, we have outlined a criterion to guide you through the process.

Note: Failure to complete these requirements will lead to removal from the review process.

Presenter Information

- Each presenter's contact information, credentials and title
- A brief biography for each presenter

Presentation Details

Presentation Title: 90 characters max

Workshop Description: a brief description of your presentation to be included in the summit brochure and FPSD91 website.

Learning Objectives: describe in 3-4 sentences on what participants should be able to know or do as a result of attending your session.

Presentation length: all sessions are 45 minutes.

Workshop Format Options

- **Discussion Group:** workshop including a group of individuals, typically who share a similar interest in discussing ideas, problem solving and fostering a support system (i.e., affinity group).
- **Panel:** a discussion involving a group of expert guest speakers (the panel) to discuss a specific topic.
- **Lecture:** an oral presentation intended to present information or inform the audience of a particular topic.

Areas of Focus

Workshop proposals are recommended in the following focus areas, but are not limited to, the following:

- Academic Support
- Community Resources
- Health and Wellness
- Local Governance
- Parenting Skills
- Social Media
- Special Education
- Career Readiness
- Recreational (Summer Camp, Sports, etc.)
- Technical Assistance (i.e., Rooms, infinite campus, etc.)

*Note: Other topic areas are also welcome and will be considered.

Audience Engagement

- Provide an agenda outlining your workshop presentation.
- List the types of activities within your workshop that will foster audience participation and engagement.

If you need additional assistance or have any questions, please contact Latoya McRae at lmcrae@fpsd91.org