

Submitting a Workshop Proposal – TEC 2023

The Educational Theatre Association invites teaching artists, theatre specialists and theatre educators to submit a proposal **until 11:59pm ET on April 1, 2023**, to present workshops at the 2023 Theatre Education Conference (TEC).

To submit a workshop proposal for TEC 2023, go to this webpage: <https://tec.schooltheatre.org/RFP.cfm>

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Submit a Workshop Proposal

The Educational Theatre Association invites teaching artists, theatre specialists and theatre educators to submit a proposal **until 11:59pm ET on April 1, 2023**, to present workshops at the 2023 Theatre Education Conference (TEC). If you plan on presenting with a partner or team, please choose one lead presenter who will serve as the main point of contact. Once you have submitted a workshop proposal, you may not increase the number of presenters on your team. We welcome proposals from our valued industry partners, however please remember that workshops must be limited to passing on your theatre knowledge and skills, and must not be used in any way to promote a particular product or service.

Workshop Length and Audience

As you prepare your workshop proposal, note that your audience will primarily be theatre educators (classroom teachers, teaching artists, administrators), so plan your workshops accordingly. Rooms will be scheduled in 75 minute time blocks, you may choose to divide that time into 60 minutes of content with a 15 minute Q & A or a full 75 minutes of content. There will also be a limited number of intensive workshops, known as Professional Development Intensives, offered as professional learning opportunities in addition to the Conference workshop offerings.

Starting a Workshop Proposal

To start your workshop proposal, you will need to scroll to the bottom of this page (<https://tec.schooltheatre.org/RFP.cfm>) and click the 'Start' button.

Start Your Proposal Below



After you click on the 'Start' button, you will be taken to a "Search" page.

This page allows you to look up an existing speaker profile. Simply enter either your Last Name, First Name, Email, or Company Name in the search fields and click the 'Search' button.

NOTE: If you've presented a workshop at an EdTA event since 2020, you should be able to locate your speaker profile. If you have not presented at an EdTA event since 2020, you may not be in our database and may be prompted to create a profile.

Search

If you've presented a workshop at an EdTA event since 2020, simply enter either Last Name, First Name, Email, or Company Name in the fields below and **click the search button** to begin.

If you have not presented at an EdTA event since 2020, you may be prompted to create a profile.

Enter your information in at least one of the fields provided.

First Name

Last Name

Email

Company Name

Search

Questions? Contact Education Director Cory Wilkerson at cwilkerson@schooltheatre.org.

If you see the following screen, the information you entered doesn't appear in our database. You can either click 'Start' to create a profile and begin your proposal, or you can click 'Search' if you would like to try searching again using a different email, company, etc.

Search

We're sorry, the information you entered does not appear in our speaker database since 2020.

To proceed, click the "Start" button to create a speaker profile and begin your proposal. If you would like to search again, click the "Search" button.

Select the "Start" button below to begin the submission process. To search again, please select the "Search" button below.



If you see a screen similar to the one below, then the information you entered does match information in our database. If one of the records displayed is you, then select the radial button to the left of your name, and click the 'Start' button to begin your proposal!

If none of the records displayed based on your search are you, then click the 'New Registration' button to create a profile and begin your proposal.

Search

Find your record or your company's record below, then select a button at the bottom of the screen to continue. Read the Button Descriptions below to select the correct option.

Select	Company Name	Individual Name
<input checked="" type="radio"/>		Wilkerson, Cory



If your name is displayed above, please select the radio button and click "Start" to begin!



If you see a record of your Company Name without your Individual Name listed, select the radio button next to your company's name and then click the "New Contact" button to begin.



If you do not see your name or company in the search results above, please select the "New Registration" button to begin your submission anyway.



To search again, please select the "Search" button below.

Next, you should see the “Speaker/Teaching Artist Information” page that is pictured below. You are now ready to begin your proposal!

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Speaker/Teaching Artist Information

The contact information you provide below is how we will communicate with you regarding the status of your proposal. If accepted, the speaker information you provide will be used in conference publications, so please be as accurate as possible.

The person submitting the proposal will serve as the Primary Contact (PC) or Lead Presenter for all communications and notifications. Please notify Cory Wilkerson, cwilkerson@schooltheatre.org if the Primary Contact changes.

You will have the opportunity to add additional speakers/presenters on the “review” page of this form.

Red = Required fields

Author Role	<input type="text" value="Lead Presenter"/>
First Name	<input type="text" value="Cory"/>
Last Name	<input type="text" value="Wilkerson"/>

The Workshop Proposal form is made up of three pages:

1. “Speaker/Teaching Artist Information”
2. “Workshop Information”
3. “Review Information”

NOTE: If needed, you will have the opportunity to add additional speakers/presenters on the “Review Information” page of this form.

Saving an in-progress Workshop Proposal to return to later

After you complete the “Speaker/Teaching Artist Information,” hit the ‘Continue’ button at the bottom of the page and you will be taken to the next page titled “Workshop Information.”

At the bottom of the “Workshop information” page, you will see a few buttons. **The ‘Save and Edit Later’ button allows you to save your in-progress workshop proposal and come back to finish and submit it later.**



Editing a Workshop Proposal

You will be able to make changes to your workshop proposal(s) until **11:59pm ET on April 1, 2023.**

If you would like to return to an in-progress workshop proposal OR if you would like to review/edit a workshop proposal that you have already submitted, please visit this webpage:

https://tec.schooltheatre.org/workshop_rfp_service_center.cfm

A screenshot of the 'Workshop RFP Service Center' website. On the left is a sidebar with 'Quick Links' including Registration, Schedule, Workshops, Exhibitors, Thespian Shop, and FAQ. Below that are 'Service Centers' for Attendee, Speaker, and Exhibitor. The main content area has the title 'Workshop RFP Service Center' and instructions: 'Login here to review and edit a workshop proposal that you have already started or submitted. To start a new workshop proposal, please go here: Submit a Workshop Proposal' and 'To edit your workshop proposal or session presenters, please enter your Login Credentials, which can be found in the email you received after saving or submitting your proposal.' Below this is contact info for Cory Wilkerson. On the right is a 'PLEASE SIGN IN' form with fields for Email and Password, a 'Sign In' button, and a 'Forgot Password?' link.

You will need to login with the Login Credentials which can be found in the email you should have received after saving/submitted your workshop proposal. If you cannot find your Login credentials, you can select “Forgot Password?” and enter the email address that is attached to your speaker profile.

Once you are logged in, you should see a list of all the workshop proposals that you have started or submitted.

- Proposals marked as “Pending” are those that have been submitted.
- Proposals marked as “Work In Progress” are those that have been started, but have not been submitted.

To edit a proposal, click on the blue icon with the pen next to the proposal you wish to edit (circled in red in the image below).

 =Pending

Welcome Elizabeth					
ABSTRACT(S) FOR ITF23 REQUEST FOR PROPOSALS					
Date	Abstract Number	Abstract Title	Status Flag	Disclosure Status	Action
09/02/2022	2006	test		0 of 1	

 =Edit Abstract

NOTE: If you wish to start an additional workshop proposal, you will need to return to this page: <https://tec.schooltheatre.org/RFP.cfm>. Scroll to the bottom of the page and click the ‘Start’ button to begin a new proposal.