



**Prepare for the Call for Presentations**

# About TASBO Engage

- The TASBO Engage Conference is a week-long event for school business and operations professionals to enrich their knowledge, gain valuable insights, and make meaningful connections.
- Certification courses take place on Monday, Tuesday, and Friday.
- More than 150 breakout sessions, plus keynote speakers, are held on Wednesday and Thursday.

# Key Dates

- **Tuesday, April 30, 2024:** Call for proposals opens.
- **Friday, August 30, 2024:** Call for proposals closes.
- **Monday, September 30, 2024:** Session review ends and submitters are notified of session status.
- **Monday, October 14, 2024:** Final session details sent.
- **Monday, February 24, 2025:** TASBO Engage Conference begins in Austin.

Breakout sessions occur on Wednesday, February 26 and Thursday, February 27.

# Who Participates

School business and operations professionals from all regions, district sizes, and the following interest areas attend the Engage Conference:

- Accounting & Finance
- Charter Schools
- Human Resources
- Information Technology/Records Mgmt
- Internal Audit
- Leadership & Productivity
- Maintenance & Operations
- Payroll
- PEIMS
- Personnel
- Purchasing & Supply Mgmt
- Safety & Risk Mgmt
- School Nutrition
- Transportation

# Format

To better meet the needs of our members, TASBO is requesting sessions that vary in length. We are offering 30, 60, and 90-minute timeslots throughout the conference. Session content should fill the entire time block, including Q&A, if applicable. Please choose the length of time that best fits the delivery of content.

- **30 minutes:** Surface level content or introductions to a larger, more complicated topic. *Examples: focus on one part of a PEIMS submission, Excel specific to a certain area of school business, tips and tricks for certain topics, general best practices for a certain position or area of school business.*
- **60 minutes:** Panel discussion, roundtable, or lecture. Encouraged to include engagements but not required. *Examples: three-person panel discussion, updates on legislation, lecture on what is new to a certain area of school business.*
- **90 minutes:** Should not be entirely lecture-based. Could include lecture components, but presentations must incorporate hands-on activities or interactive discussions. *Examples: small group discussion, role playing, scenario discussions.*

# What's Provided

TASBO will provide the following equipment for approved sessions:

- Laptop
- Wireless Handheld or Wireless Lavalier Microphone(s),
- Clicker,
- Audio Connection for Videos,
- Wireless Connection,
- Projector and Screen.

After the conference, TASBO provides session feedback summaries to speakers.

# Best Practices

Proposals are encouraged to use school business and operations professionals as expert speakers. Select a topic that is relevant and timely. Sponsors/vendor proposals must include speakers who are considered professional, qualified experts for the topic being presented. We are most interested in sessions that:

- Reflect innovation and cutting-edge content.
- Are informed by theory, research, and practice.
- Provoke discussion and audience engagement.
- Target new, mid-career, or seasoned professionals.
- Provide diverse approaches for different types of learners.
- Use multimedia to enhance attendee learning.

# Registration

All TASBO Engage presenters (including co-presenters) must be registered for the conference as an attendee to experience the full event. If you plan on presenting only and are unable to attend the entire event, please request a “presenter only” registration by contacting us.



# Planning Your Submission

Use the session planning guide to formulate your proposal and be ready for when submissions open on April 30. [Find the guide here.](#)

# Session Review Process

TASBO staff, the board of directors, research committee chairs and other subject matter experts are asked to review. Sessions will be evaluated on significance, engagement, timeliness, relevance, and length. Our goal is to build a balanced program with offerings for all areas of school business covering a variety of topics.