



Use this planning guide to plan your submission for the 2025 TASBO Engage Conference. Submissions open in April and are ONLY accepted online through the submission portal.

Title of Presentation (max of 60 characters)

Presentation Description

In 2-3 complete sentences, describe what attendees can expect in this session. (50-word limit)

Learning Objectives

What are the key takeaways from this session? We suggest no more than three.

Consider your content area and target audience. You will have the ability to select one primary category and up to two crossover/secondary ones:

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|----------------------------|--------------------------------------|
| ○ Accounting & Finance | ○ Maintenance & Operations |
| ○ Charter Schools | ○ Payroll |
| ○ Distribution & Inventory | ○ PEIMS |
| ○ Generative AI | ○ Personnel |
| ○ Information Technology | ○ Productivity & Time Management |
| ○ Instructional Materials | ○ Purchasing |
| ○ Internal Audit | ○ Safety, Security & Risk Management |
| ○ Leadership Development | ○ School Nutrition |
| ○ Legislative | ○ Transportation |

Sessions can be 30, 60 or 90-minutes in length. Consider your content and format when you select your desired length. Presentations should fill the entire session block, including time for Q&A. You will be asked to choose the length of time that best fits the delivery you plan to use.

- **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.*

TASBO can accommodate up to 4 total speakers per session. You will be asked to provide the name, organization/district and contact information (email address/phone number) for all speakers (including co-presenters) at the time of submission. Please gather this information in advance and be prepared to supply this as you complete your proposal.

Please note: sponsor/vendor proposals must include speakers who are considered professional, qualified experts for the topic being presented. Proposals are encouraged to use school business professionals as expert speakers, when appropriate.