



PROPOSAL TO HOST A 2013 NCSM LEADERSHIP ACADEMY

**Mathematics Leadership At Work:
Moving the CCSS Standards for Mathematical Practice
from Vision to Action**

Please email your proposal by June 30, 2012 to Suzanne Mitchell, NCSM President, at suzmitch@comcast.net.

GENERAL CONTACT INFORMATION

PROPOSED ACADEMY SITE

Name: _____
 Title: _____
 Affiliation: _____
 Address: _____
 City: _____
 State/Province: _____ Zip/Postal Code: _____
 Country: _____
 Telephone: () _____
 Fax: () _____
 Email: _____

Site Name: _____
 Site Contact Person: _____
 Site Person's Title: _____
 Address: _____
 City: _____
 State/Province: _____ Zip/Postal Code: _____
 Country: _____
 Telephone: () _____
 Fax: () _____
 URL: _____

PROPOSED DATES: (The Academy is 3 full days. Please choose dates that fall between June 10 and August 16, 2013, inclusive.)

First Choice: _____
 Second Choice: _____
 Third Choice: _____

EXPLAIN HOW YOU WILL RECRUIT AND GUARANTEE 30 PAID ATTENDEES BY MAY15, 2013:

Please identify your targeted group(s).

EXPLAIN HOW YOU WILL PROMOTE THIS PROFESSIONAL DEVELOPMENT OPPORTUNITY TO A WIDE AUDIENCE:

Identify your targeted group(s) and your professional connection to it.

**PROVIDE A RATIONALE FOR HOSTING A LEADERSHIP ACADEMY AT YOUR SITE.
EXPLAIN WHY IT IS IMPORTANT AND HOW IT WILL INFLUENCE YOUR SITE.**

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MEETING ROOMS

Meeting Space Specs & Estimated Costs	Main Meeting Room	Breakout Rooms	Meal Function Room
Room Rental Cost	\$	\$	\$
Room Size			
Room Capacity (set in rounds)			
Room Notes			

AUDIO VISUAL EQUIPMENT

AV Item	AV Cost	Check if Supplied Courtesy of Host
Screen	\$	
Lavaliere Mic	\$	
Wired Mic	\$	
LCD w/Audio	\$	
Package When User Brings LCD	\$	
Notes		

MEAL FUNCTIONS

Catering Costs	High Estimate	Medium Estimate	Low Estimate
Continental Breakfast	\$	\$	\$
Notes			
Lunch	\$	\$	\$
Notes			

HOTEL RECOMMENDATIONS

Contact Information	Hotel (1 st Choice)	Hotel (2 nd Choice):	Hotel (3 rd Choice):
Hotel Name			
Hotel Street Address			
Hotel City			
Hotel State			
Hotel Phone			
Notes			

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