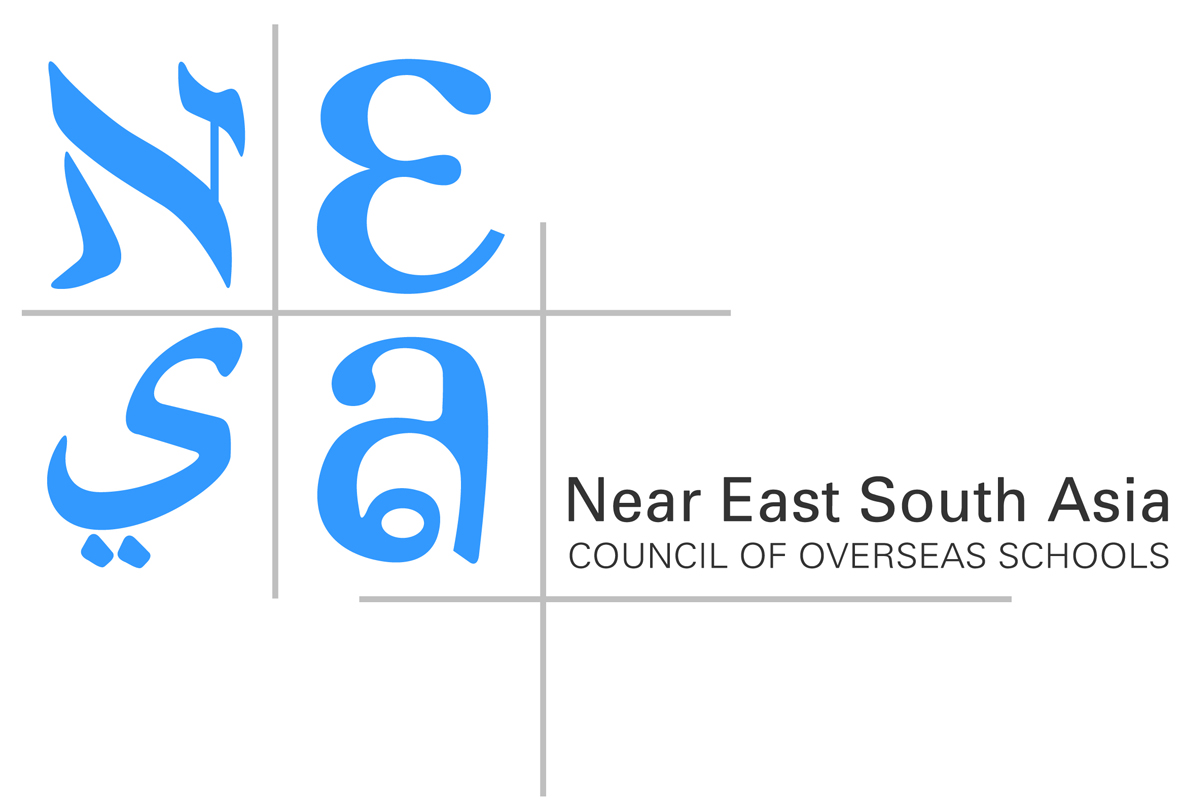
**NESA REP HANDBOOK  
2013 – 2014**



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# INTRODUCTION

Congratulations on being chosen to be your school’s official representative to NESA! Welcome to the ‘inner circle’! We’re looking forward to working with you during this year so you can do the best job possible of serving both your colleagues and the NESA organization as we prepare for three great professional development opportunities for teachers:

|  |  |  |
| --- | --- | --- |
| Conference/Institute | Dates | Venue |
| **Fall Training Institute** | November 8-9, 2013 | American School of Dubai, UAE |
| **Winter Training Institute** | January 24-25, 2014 | The American International School of Muscat, Oman |
| **Spring Educators Conference** | April 4-7, 2014 | Royal Orchid Sheraton, Bangkok, Thailand |

This handbook is meant to give you information that you’ll find useful, to share helpful hints with other NESA reps, to answer frequently asked questions and to provide you with background information about NESA and past conferences. Although we’ve tried to include as much as we can, we’re bound to have missed some things. Don’t hesitate to ask us for details, clarification or additional information.

As a NESA teacher rep, you are an indispensable component of the NESA Team as we work to provide our members with the best professional development possible. In fact, recognizing the invaluable service that NESA reps have rendered to the organization over the years, in 1998 the NESA Board of Directors awarded its prestigious “Finis Engleman Award” to the NESA reps, past, present and future. The citation read, in part:

“Each year, a group of outstanding educators representing schools across the region assist the NESA Center staff in preparing for the annual spring educators conference by attending regional meetings, serving as our contact point at member schools, overseeing the teacher workshop selection process, handling the myriad details involved in getting their colleagues to the conference itself and helping the NESA Center staff on-site during the conference. It is in recognition of the invaluable part played by the NESA Teacher Representatives over the years that the Board of Directors presents this year’s Finis Engleman Award (to) NESA reps, past, present and future.”

You’re participating in a long and proud tradition of service to your colleagues in this very exciting part of the world. We’re glad to have you on the NESA team!

# TEACHER REP RESPONSIBLITIES

## **Throughout the Year**

~At the beginning of the school year, you should receive the fall issue of our newsmagazine, *NESA NEWS* and our conference/institute poster. Please let us know if these publications have not reached your mailbox by mid September! If you need more, just ask!

~Get word out to your faculty about the dates and locations of the Fall Training Institute, the Winter Training Institute and the Spring Educators Conference. Information and registration forms are posted on the NESA website: [**www.nesacenter.org**](http://www.nesacenter.org).

~Keep in touch with the NESA Center! We’re at your service and eager to help you in any way we can. Never hesitate to ask us for help or information. Regularly access the “Teacher Reps” section of the NESA website, for the latest announcements. Login password is **orchid**.

~Inform your colleagues regularly about NESA matters, particularly as they relate to the spring conference and to applications for NESA awards. These include: Community Service Awards, Stanley Haas/Luke Hansen Student Award, and the Margaret Sanders International Schools Scholarship (Note the December 1 deadlines).

~Solicit and submit articles, story ideas, photos, and travel tips for “NESA NEWS” published and mailed in the fall and winter with a spring issue being online only. This is YOUR publication and provides a great opportunity to highlight your school and colleagues; to network; and to provide collegial help and encouragement. The deadlines for submissions:

* November 1: winter issue
* March 1: spring issue (online only)
* June 1: fall issue

Specifications: 500 words maximum (longer articles may be edited without the author’s permission). Articles must have a title and list author with job title; photos (**max 3**) must have captions. Please e-mail articles and photos (photos saved as high-resolution JPEG files, 300 dpi and sent separately, i.e. not embedded in Word doc) to Anne Marie Zafiropoulos at [**annemarie@nesaceter.org**](mailto:annemarie@nesaceter.org).

~Pass on requests for NESA services as well as suggestions for ways we can improve and/or expand what we do for you.

~Be aware of and observe NESA deadlines (i.e., for teacher workshop proposals, conference registration, etc.).

## Before the Spring Educators Conference (SEC):

~Attend the Rep Meeting early in the school year to help plan future conferences, to get the latest briefing on the SEC (travel arrangements, hotel, speakers, childcare, program changes) and to pass on your school’s input re: future dates, possible venues, speakers, themes, improvements, etc. NB: This year’s Rep Meeting is September 13-14, in Dubai.

~Teachers at member schools may submit workshop proposals for the SEC. Distribute the “Guidelines for Potential Workshop Presenters”, “Suggested Workshop Evaluation” and the “Guidelines for Teacher Workshop Proposals” to potential workshop presenters. They are posted on the Teacher Rep section of the NESA website and are also included in this handbook. Please ensure potential presenters know they may submit more than one proposal, but only one workshop may be selected (each presenter may give only one workshop). Check that the presentation has not been presented at a previous SEC. **Up to five workshop proposals** may be submitted from each school to NESA.

Well before the **proposal deadline of December 1**, organize mini-NESA in-service day (or something similar), with your administrators, so that you and your colleagues can evaluate and rank teacher workshops. You may distribute the “Suggested Workshop Evaluation” at your mini-NESA to assist you in the workshop selection process.

~After the workshops have been chosen by your school, complete and submit the online workshop form(s) (the link is posted on the rep web page) by **December 1** to the NESA Center. The ranking(s) and evaluation(s) should be completed on the form.   
  
\*\*\***The online workshop form(s) should** **be submitted ONLY by the teacher rep.**

~Ensure that teachers whose workshops are selected for inclusion in the conference program identify a ‘buddy’ from among their colleagues to assist them with ‘housekeeping’ details before, during and after their presentations.

~Coordinate conference registration, hotel reservations, etc., for your delegation (Caution: avoid the temptation to become a travel agent for your school’s delegates!). The NESA website features direct online, electronic registration/hotel reservations. Online registration/hotel reservation forms must be submitted and registration fees must reach NESA by deadline **(TBA on website).**

If you intend to pay registration fees in person at the SEC instead of on line, you must inform the NESA Center of this before the registration deadline in order to avoid paying late registration fees. PAYPAL is now available.

~Solicit a contribution from your school for the ‘Community Service Awards Charity Raffle’ organized by Teacher Reps at the spring conference and bring this gift to the conference (minimum value of USD $75.00). NESA distributes funds collected at the raffle as “Community Service Awards” to community service projects at member schools.

~Offer to be a ‘buddy’ to one of the conference specialists and keynoters—to welcome her/him upon arrival at the hotel; to introduce her/him at her/his first session; and to make sure that she/he has someone to sit with at the conference gala.

~Specialist speaker handouts should be downloaded from the NESA website by each individual attending the conference. **NOTE: Handouts will NOT be available at the conference**. However, delegates may download and print handouts at the hotel’s business center at their own expense.

## During the Spring Educators Conference (SEC):

~If possible, arrive one day before your delegation to attend the pre-conference meeting for Teacher Reps on **Thursday, April 3** in the late afternoon to discuss final conference arrangements and assist the NESA staff if and when needed.

~Regularly check in with the NESA desk during the conference to act as a liaison (i.e. to pass on messages and other info).

~Organize “Buddies” to assist your teacher workshop presenters with room arrangements, a/v arrangements, distribution/collection of evaluation forms, etc. (NB: Workshop evaluations: Teacher Reps are responsible for photocopying, distributing and collecting of workshop evaluations for presenters from their school. Evaluation forms will be given to and then collected by the presenter’s “buddy”, who will give them directly to the NESA Rep. Reps should review the evaluations—to screen out inappropriate/unhelpful comments---and then share them with the presenter.

~With the other Teacher Reps, coordinate the ‘Charity Raffle’ (displaying the gifts, selling raffle tickets, publishing the results) during the conference, and at the Saturday evening gala.

~Network with your delegation to ensure airline reconfirmation, transfers to the airport upon checkout. (Transfers are not provided by NESA, but you can arrange transfers directly with the NESA travel agent).

## After the Spring Educators Conference (SEC):

~Certificates of Participation will be available online one week after the conference/institute. Please check the NESA website under the conference/institute you attended.

~ Graduate Credit: educators attending the conferences and institutes have the opportunity to obtain one, two or three semester graduate credits from Buffalo State, State University of NEW York (SUNY). For more information, please click on the “GRADUATE CREDIT” tab on the web page of the conference/institute you will be attending.

~By April 10, send in a “blurb” or “vignette” for NESA NEWS describing general impressions about the conference, or about a special experience, event or speaker. Photos are welcome too! These will be posted on our photo gallery on the NESA website.

~ Prepare an orientation packet for next year’s Teacher Rep (if your term expires).

~Inform Anne Marie ([**annemarie@nesaceter.org**](mailto:annemarie@nesaceter.org)), before the end of the school year of the name and email of the new Teacher Rep from your school for the following year.

# DATES & DEADLINES 2013-2014

**2013**

MID-AUGUST: Receipt of fall issue of “NESA News and poster featuring NESA’S two conferences and two institutes.

SEPTEMBER 13-14: Teacher Rep Meeting — Dubai, UAE

SEPTEMBER 15: Registration deadline, Fall Leadership Conference, Kathmandu, Nepal

OCTOBER 1: Registration deadline, Fall Training Institute, Dubai, UAE

OCTOBER 24-27: Fall Leadership Conference, Hyatt Regency Kathmandu, NEPAL

OCT-NOV: Arrange for field-testing (“mini-NESA”) of teacher-presented workshops for the SEC at your school in time to meet December 1 workshop proposal deadline

NOVEMBER 1: “NESA NEWS” submissions deadline, winter issue

NOVEMBER 8-9: Fall Training Institute, American School of Dubai, UAE

DECEMBER 1: Deadline for Teacher Workshop Proposal/Audio-visual Requirements Forms Deadline DECEMBER 1: Application deadline for:

* Haas/Hansen Student Award
* Community Service Award (notification of selection at the Spring Educators Conference)
* Margaret Sanders International Schools Scholarship Award

December 20: Registration deadline, Winter Training Institute, Muscat, Oman

**2014**JANUARY 24-25: Winter Training Institute, The American Int’l School of Muscat, OmanMARCH 1: “*NESA News*” submissions deadline for spring issue (online version)

TBA: Spring Educators Conference registration/hotel reservation forms and fees deadline (take note of the late registration/cancellation policy)

APRIL 3: Royal Orchid Sheraton, pre-conference briefing for teacher reps in late afternoon (around 5:00pm). Details of meeting will be sent nearer the time.

APRIL 4-7: NESA Spring Educators Conference, Royal Orchid Sheraton, Bangkok, Thailand

JUNE 1: “NESA NEWS” submissions deadline for fall issue

# CONFERENCE VENUES

When selecting a venue for a NESA Spring Educators Conference there are a number of considerations that

must be taken into account. These include:

~Alternating east and west: because the region is so wide, we try to switch each year so that the distances that have to be traveled even out. (Note: far destinations aren’t always more expensive given the peculiarities of airfares!)

~Political and security considerations: we select venues to which most (if not all) of our delegates can travel without undue hassle (visa restrictions, police registration, etc.); we also want to be in a place that’s not undergoing turmoil.

~Because of the size of our conference, we need hotels that can block 450+ sleeping rooms, has a ballroom for plenary sessions of 650+ and offers 12-14 breakout rooms in addition to other conference services.

~It’s helpful if we have a host school that can lend us audiovisual equipment for use at the conference and for general support (Note: Teacher workshops are now held at the conference hotel with great success, so a host school is not necessary as a teacher workshop venue).

# CONFERENCE DATES

The Spring Educators Conference is scheduled to coincide with the spring holidays of the majority of our member schools. The earliest we’ve held a conference is mid-March; the latest, early April (The dates we select for a given year are based on the results of polling NESA reps and school heads for their preferences—be sure to respond when we ask you for input).

# TEACHER-PRESENTED WORKSHOPS

All teacher workshops are scheduled at the conference hotel. Workshop presenters **must provide** their own laptops/tablets. Workshop presenters are asked to identify a ‘buddy’ who will help them before, during and after their presentation by:

* Distributing any handouts
* Checking the room set up and equipment beforehand
* Distributing and collecting teacher workshop evaluation forms and delivering evaluations to presenter’s NESA Rep. Reps should review the evaluations before giving them to the presenters (screen out inappropriate comments)
* Acting as a messenger in case of equipment failure, etc.
* Returning the room configuration to its original form (if it was changed) for the next scheduled workshop
* Vacate meeting rooms promptly to allow set up/commencement of next workshop

## Teacher Workshop Selection Process *Instructions for NESA Teacher Reps*

* Encourage your colleagues to submit workshop proposals to you for the Spring Educators Conference. Let them know that although they may submit more than one proposal, only one proposal may be selected – each teacher may present only one workshop. Please be sure your colleagues do not submit TW proposals that were presented at last year’s SEC. **Up to 5 proposals may be submitted from each school.**
* Distribute to potential workshop presenters the *“Guidelines for Potential Workshop Presenters*”, “*Suggested Workshop Evaluation*” and the “*Guidelines for* *Teacher Workshop Propos*als”.

1. A/V EQUIPMENT: NESA cannot provide laptop computers and may not always be able to provide LCD projectors! Your workshop presenters or your schools must make their own arrangements for this equipment. Be sure to request equipment needs on the online Teacher Workshop Proposal Form. NESA does not have equipment to provide for speakers, we work with our member schools (when possible) to assist us with equipment, however with modern technology most of our member schools now have built-in equipment in their classrooms, therefore some equipment is extremely limited. We will do our best to provide presenters with their equipment requests but these must be submitted on the online Teacher Proposal Workshop Form before the **December 1** deadline.
2. Assist potential presenters to complete the *“Guidelines for Teacher Workshop Proposals”*. You may consider asking applicants to email their proposals to you either as a Word document or in the body of an email.
3. Teacher workshops should be field-tested at school. With your administrators, arrange for a “mini-NESA” in-service day (or something similar) well before the **December 1** deadline, so that you and your administrators can evaluate and rank the proposed workshops. (This will be discussed in detail at the annual teacher rep meeting). You may use the *“Suggested Workshop Evaluation*” to assist you in the workshop selection process.

* Collect and submit the selected workshop proposals **(up to five per school)** online via the link to the *“Teacher Workshop Proposal Form”* on the teacher rep web page. Insure that you complete all fields on the form and give an accurate **50-word** description of the workshop. If the workshop is to be presented in a language other than English, please provide text. Avoid designing your workshop for the full K-12 spectrum. Teachers normally consider this too broad to cover satisfactorily. Ensure that your workshop title accurately describes your workshop. Include your ranking of the proposals (rated on a scale from 1st-last) and a brief evaluation of each proposal should be included in the field provided on the online form with the following statement from you:

“I have reviewed the teacher workshop proposals with (Name & Job Title of Administrator), who has approved their submission.”

The above items are required for NESA to consider the proposals. (Note: NESA will keep your rankings strictly confidential!). Workshop selections will be announced before winter break.

1. All correspondence or questions regarding teacher workshops should come from you.
2. Insure that teachers whose workshops are selected identify a ‘buddy’ to assist them with ‘housekeeping’ details before, during and after their presentations.

HANDOUTS — NESA will post handouts for teacher-presented workshops.

* Only ONE electronic file will be posted per teacher presenter
* The file must be a Word or PDF file (PowerPoint files should be saved as PDF)
* File must not exceed 500KB (files with few graphics are best because they are smaller)
* Include presenter's name, school, workshop title and email address at the top of the handout to Anne Marie at [annemarie@nesacenter.org](mailto:annemarie@nesacenter.org)
* If handouts are already on a website, please email the URL of the webpage, along with the presenter's name, school, workshop title and email address. We will create a web link from the NESA website to the presenter's web page.

## Guidelines for Potential Workshop Presenters

1. Please submit a one-page synopsis of your proposed workshop to your Teacher Rep well in advance of the **December 1** deadline.

2. Discuss your workshop with an experienced presenter at your school.

3. Workshops should be field-tested at your school. Your teacher rep and administrators should arrange a “mini-NESA” or something similar to field-test proposed teacher workshops.

4. Review the *“Suggested Workshop Evaluation”* and the *“Guidelines for Teacher Workshop Proposals”*. The Suggested Workshop Evaluation will give you an idea of workshop standards, and can also be used during workshop field-testing at school.

*5.* On the online *“Teacher Workshop Proposal Form”*, your teacher rep should complete the fields for title, topic, grade levels covered and targeted audience and give an accurate **50-word** description. If the workshop is to be presented in a language other than English, please provide text. Avoid designing your workshop for the full K-12 spectrum. Teachers normally consider this too broad to cover satisfactorily. Ensure that your workshop title accurately describes your workshop.

6. Please indicate on the online form if it is necessary to limit the size of the workshop; we will indicate this in the conference program. Presenters should place a sign on the door stating that the workshop is full when the maximum number of participants is reached.

7. One hour is allowed in the program for each session of teacher workshops. Presenters should allow approximately 50 minutes for their presentation and 10 minutes for discussion and completion of evaluations.

8. LIMITED audiovisual equipment will be available. NESA cannot provide laptop computers. LCD projectors will be provided only if host school is able to supply them otherwise you or your school must make your own arrangements for this equipment. Please indicate your AV/Internet requests when submitting your workshop proposal to your school - indicate if you do not require A/V equipment. Late requests are not guaranteed!

9. Review your workshop proposal with your Teacher Rep in plenty of time before the December 1st deadline. Submit your proposal to your Teacher Rep, NOT to NESA. If your proposal has been selected by your school for submission to NESA, your teacher rep will then complete and submit the online *“Teacher Workshop Proposal Form”* to the NESA Center. NESA will inform Teacher Reps of workshop selections, if possible, before the winter break.

10. Workshop presenters are asked to identify a ‘buddy’ who will help them before, during and after their presentation by: checking room set up and equipment beforehand, distributing any handouts, returning the room to original set-up for the next workshop, distributing and collecting workshop evaluation forms and delivering them to your school’s NESA Teacher Rep (Teacher Reps will have blank forms) acting as a messenger in case of equipment failure, etc.

11. HANDOUTS: We suggest presenters bring 15-20 copies of any handouts, as photocopying services cannot be provided at the conference. NESA will post teacher workshop handouts on the NESA website, OR create a web link to handouts (even better!). Specifications:

* Only ONE electronic file will be posted per teacher presenter
* The file must be a Word or PDF file (PowerPoint files should be saved as PDF)
* The file must not exceed 500KB
* Include the presenter's name, school and workshop title at the top of the handout

*NOTE*: You may submit more than one proposal, however, only one workshop may be selected (there is no guarantee of selection). Please do not submit a proposal for a workshop presented from the previous SEC. Out of fairness, each teacher may present only one workshop*.*

*NESA RECEIVES MORE PROPOSALS THAN WE ARE ABLE TO ACCEPT BECAUSE OF TIME AND SPACE RESTRICTIONS – THEREFORE, A LIMITED NUMBER OF PROPOSALS ARE SELECTED EACH YEAR*

**This workshop must be field-tested at school and approved by the Teacher Rep and an administrator prior to submission to the NESA Center. Submit your proposal to your Teacher Rep in electronic form (via email) before the December 1 deadline.**

## Guidelines for Teacher Workshop Proposals

***Submit the following to your Teacher Rep*:**

1. First/Last Name, E-mail, School, Name of Teacher Rep

2. Workshop Title

3. Workshop Topic (i.e., Lang. Arts, Soc. Studies, For. Langs., etc.)

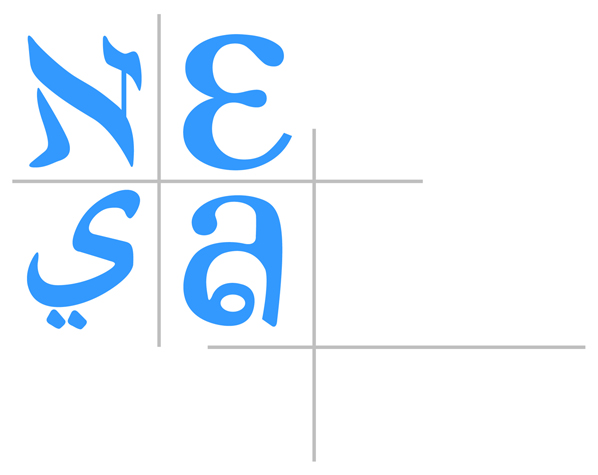
4. Grade range (include grade numbers only, e.g., K-12, 6-8, etc.)

5. Workshop Description In 50 words or less, accurately and concisely describe the content of your workshop. If your workshop is selected, this description will appear in the conference program.

6. AUDIO-VISUAL EQUIPMENT/INTERNET REQUESTS

\*\*\* Please state if internet is required for the presenter only. If internet access for participants is essential for the workshop, this must be indicated.

7. Additional Requirements (e.g. flip chart, speakers, etc.) Indicate if “space for movement” required for P.E., dance/drama/music, workshops

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## SUGGESTED WORKSHOP EVALUATION FOR FIELD TESTING AT SCHOOL

**2014 NESA Spring Educators Conference**

Teacher workshops are an integral part of the annual NESA Spring Educators Conference. Please assist the committee charged with selecting workshops by completing this evaluation sheet and returning it to your NESA Teacher Rep.

TITLE OF WORKSHOP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRESENTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate the presentation according to the rubric below. Use a rating of 1 to 5, with 5 being the highest rating possible.

1. The title and description of the presentation are accurate \_\_\_\_\_
2. The presenter was knowledgeable about the topic \_\_\_\_\_
3. The presenter showed enthusiasm for the topic \_\_\_\_\_
4. The content relates to current research and best practice \_\_\_\_\_
5. The content was something I can/will implement in my practice \_\_\_\_\_
6. The presentation was well-paced and well-timed \_\_\_\_\_
7. The delivery was understandable, well-modulated, clear \_\_\_\_\_
8. Equipment (if any) was appropriate and used well \_\_\_\_\_
9. Handouts (if any) are appropriate and well-designed \_\_\_\_\_

In the interest of maintaining the highest professional standards, please answer the following questions candidly (your comments will be shared anonymously with the presenter):

1. Overall, how would you rate this presentation (circle one)?

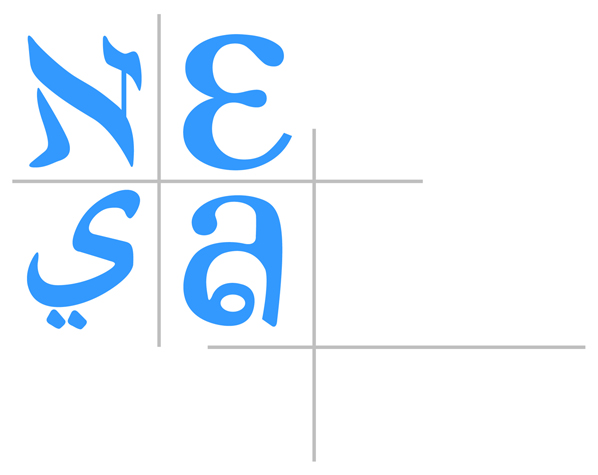
Outstanding Very good Good No comment

2. Would inclusion of this workshop in the conference program enhance your school’s reputation for

professionalism (circle one)?

Definitely Probably No No Comment

3. Please add any suggestions you have for improving the presentation.



## TEACHER WORKSHOP EVALUATION

**2014 NESA Spring Educators Conference – Bangkok, Thailand**

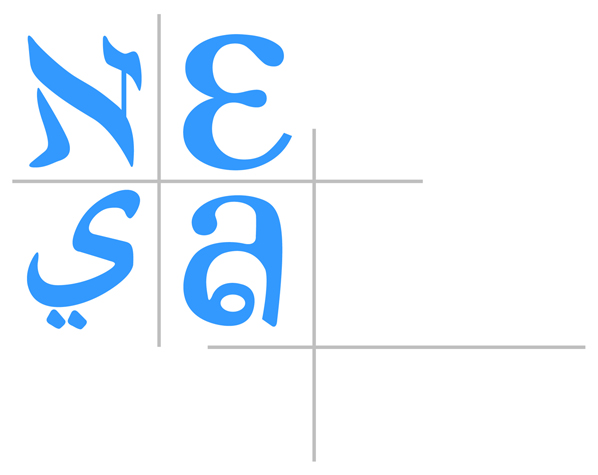
TITLE OF WORKSHOP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRESENTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate the presentation according to the rubric below. Use a rating of 1 to 5, with 5 being the highest.

1. The title and description of the presentation are accurate \_\_\_\_\_
2. The presenter showed enthusiasm for the topic \_\_\_\_\_
3. The presentation was well-paced and well-timed \_\_\_\_\_
4. The delivery was understandable, well-modulated, clear \_\_\_\_\_
5. Equipment (if any) was appropriate and used well \_\_\_\_\_
6. Handouts (if any) are appropriate and well-designed \_\_\_\_\_
7. Overall, how would you rate this presentation (circle one)

Outstanding Very good Good No comment

1. Please add any comments. (Use the reverse side of this sheet if needed)



## TEACHER WORKSHOP EVALUATION

**2014 NESA Spring Educators Conference – Bangkok, Thailand**

TITLE OF WORKSHOP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRESENTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate the presentation according to the rubric below. Use a rating of 1 to 5, with 5 being the highest.

1. The title and description of the presentation are accurate \_\_\_\_\_
2. The presenter showed enthusiasm for the topic \_\_\_\_\_
3. The presentation was well-paced and well-timed \_\_\_\_\_
4. The delivery was understandable, well-modulated, clear \_\_\_\_\_
5. Equipment (if any) was appropriate and used well \_\_\_\_\_
6. Handouts (if any) are appropriate and well-designed \_\_\_\_\_
7. Overall, how would you rate this presentation (circle one)

Outstanding Very good Good No comment

8. Please add any comments. (Use the reverse side of this sheet if needed)

*TEACHER REPS: Print copies of this evaluation form (cut in half) and give to each Teacher Presenter for distribution at the SEC to participants attending workshops. Evaluations should be collected by the presenter’s “Buddy” and given to you, the Rep.*

# HINTS FROM PAST REPS

* Speak with your school head/building administrator so that you’re given a regular slot on the agenda at faculty meetings to share news about NESA and NESA conferences
* Have a special bulletin board designated for announcements regarding the conference and news from the NESA Center
* Ask to make a 5-10 minute presentation to your school board once before the conference and once after the conference, highlighting the value of the conference in terms of professional development and the benefit to the school
* Meet with your school head at least monthly to inform her/him of news from the NESA Center, particularly when it relates to conferences, awards, etc.
* When posting deadlines for registrations, workshop proposals, awards applications, move the submission forward by a week to allow for latecomers!

# SPRING EDUCATORS CONFERENCE FEES/HOTEL ROOM RATES

|  |  |  |  |
| --- | --- | --- | --- |
| Date/Location | Registration Fees | Reg. Fee co-delegate | Dbl. room rate w/bkfst |
| **2014/Bangkok** | $645 | $250 | $224 |
| **2013/Bangkok** | $625 | $210 | $224 |
| **2012/Athens** | $595 | $200 | $232 |

\*\*\*Please note, the room rate quoted for the SEC 2014 is the US Dollar-Thai Baht rate as of August 2013 - this may change slightly by 2014.

# BACKGROUND INFORMATION

***A Brief History of NESA***

NESA has evolved from a group of dedicated administrators meeting informally into an organization whose programs affect thousands of school children. In the early 1960s interest in the education of children of US State Department employees prompted the International Department of the National Education Association to initiate an evaluative study of existing schools in the Near East and South Asia. The study was directed by Dr Finis E. Engleman then recently retired executive secretary of the American Association of School Administrators. Dr Engleman and his team visited 39 schools in 18 countries, and as a consequence of their report, published in 1964, the Office of Overseas Schools was established in the US Department of State, and Dr Ernest N. Mannino was appointed director.

The geographical boundaries of NESA were fixed to encompass the area from Libya, Greece, and Egypt in the west to Nepal, Bangladesh and Sri Lanka in the east including the Saudi Arabian peninsula. Schools that qualified as "American Sponsored Overseas Schools" were eligible to receive financial assistance from the US government. The requirements stipulated that the school be a nonprofit, nonsectarian institution using American curricula and instructional materials and have a system of local controls and management.

In the early 1960s NESA began to sponsor annual conferences, with leading American educators invited to speak to keep NESA administrators abreast of current educational innovations in the US. Over the following years, the need for a more structured organization to provide a cohesive element to overseas education became evident, and in 1964 the first by-laws were drawn up. In 1968, the Near East South Asia Council of Overseas Schools was established.

In 1974, an executive secretary was appointed, and in 1976 NESA was incorporated as a nonprofit organization in the State of Delaware. The following year the NESA board of directors established offices for the organization in Athens, Greece. In 1978 Dr. Stanley Haas, superintendent of the American Community Schools in Athens, was appointed executive director, and the offices were moved to their present location on the campus of the American College of Greece, a NESA associate member institution.

Following the death of Dr Haas in 1995, David Chojnacki, superintendent at Cairo American College, was appointed executive director in 1996. Currently, NESA includes 41 Members and 110 Affiliates. It is an organization encompassing over 30,000 students and over 2,000 professional educators.

## NESA EXECUTIVE DIRECTORS (past to present)

* Pat Howard (1974-1978)
* Stanley Haas (1978-1995)
* Mary Anne Haas (1995-1996)
* David Chojnacki (1996-present)

# NESA BOARD OF TRUSTEES

**President:** Kevin Schafer   
**Vice-President:** Rose Puffer  
**Treasurer:** Tim Hansen  
**Secretary:** Harold Fleetham

**Directors at Large:**

John Gates  
Andrew Hoover  
Craig Johnson  
Brent Mutsch   
Deborah Welch

Ex-Officio: Beatrice Cameron, Regional Education Officer, Office of Overseas Schools, US Department of State

# THE OFFICE OF OVERSEAS SCHOOLS (A/OS)

*A/OS Supported Summer Programs*: The State Department’s Office of Overseas Schools (A/OS) sponsors special professional development programs each summer for educators working in A/OS-assisted schools. These are unique subsidized opportunities for top quality training. Announcements regarding these programs are made in January of each year, are sent to your school’s superintendent and are posted on the Resources Page of the NESA website. [www.nesacenter.org](http://www.nesacenter.org)

# NESA AWARDS

***Margaret Sanders Foundation International Schools Scholarship***

Margaret Sanders, longtime friend of American/international education through her association with Walsworth Publishing Company, established a scholarship fund to help graduates from international schools attend college. Ms Sanders set up the Margaret Sanders Foundation to administer these funds. Several scholarships are awarded each to graduating seniors at international schools throughout the world. Students from NESA member schools are eligible to apply. Each member school may nominate one student and forward his/her application to NESA. A special committee selected by NESA will choose one student as the "NESA region candidate" for the final, worldwide selection process. ***Deadline for applications to reach*** [**maria@nesacenter.org**](mailto:maria@nesacenter.org)**: *December 1***.

***Stanley Haas/Luke Hansen Student Award***

In the spirit of Dr. Stanley Haas, the late executive director of NESA, and Luke Hansen, a remarkable student who died in an accident, this award recognizes middle school students (grades 6-8) at NESA member schools who are a credit to themselves and their schools and who have consistently and significantly contributed to the welfare of others. Three finalists receive cash awards of $500 each. The top finalist attends NESA’s Spring Educators Conference (with an accompanying adult) and addresses conference delegates. Sponsored by GBG/ TieCare International. ***Deadline for applications to reach*** [**maria@nesacenter.org**](mailto:maria@nesacenter.org)*:* ***December1.***

***NESA Community Service Awards***

Funds raised through a charity raffle at each Spring Educators Conference are matched up to $1,500 by the NESA Board and are available for grants toward student service projects sponsored by NESA member schools.Grants range from $500-$750 depending on that year's raffle income. Schools may apply for grants towards projects which serve the less fortunate in their community; students and faculty jointly participate. ***Applications accepted from October 1 - December 1 to*** [**maria@nesacenter.org**](mailto:maria@nesacenter.org)***.***

***\*\*\****Application forms can be downloaded from the NESA website, [www.nesacenter.org](http://www.nesacenter.org) under “Awards; there is also a link on the “For NESA Reps Only” web page.

# NESA COLLABORATION GRANTS

NESA believes in collaboration; it is the cornerstone of our success. In this spirit, NESA provides micro-grants of up to $3000 in support of sustainable collaborative projects among NESA **member schools**, projects that focus on increasing professional effectiveness in improving student learning (NB: the amount awarded will depend, in part, on the number of NESA schools involved).

Applying for a NESA grant is simple. The head of the lead school in the collaboration must answer the questions below and submit this information to the NESA Center. The application will be forwarded to the Professional Development Advisory Committee (PDAC) for their study and recommendation. NESA’s executive director then makes the final decision.

*The application form can be downloaded from the NESA website, under “Projects & Resources*”

# FAQ’s ("Frequently Asked Questions")

**HOW ARE NESA REPS SELECTED?**

Each school handles the selection process differently. At some schools, reps are appointed by the school head; at others, the reps are selected or elected by the faculty.

**WHAT IS THE TYPICAL TENURE FOR NESA REPS?**

Tenure is usually for one year, although some schools have wisely opted to have two NESA reps, each selected or elected to rotating two-year terms. This way, the novice is always being trained by a veteran.

**ARE NESA REPS PAID EXTRA FOR THEIR SERVICE?**

Typically, no. However, it is customary for the NESA rep to get her/his conference attendance subsidized by her/his school (all or some combination of: airfare costs, hotel costs, registration fees, etc.) Also, NESA reps are funded by her/his school to attend the Teacher Rep Meeting in the fall.

**DO ALL NESA SCHOOLS HAVE TEACHER REPS?**No; only Member Schools are entitled to have an official NESA Teacher Rep.

**CAN NESA REPS COMMUNICATE DIRECTLY WITH THE NESA CENTER?**

Yes! In fact, we urge you to keep in close contact with the NESA Center. We consider you to be THE conduit between your faculty and the NESA Center. If we get a question about any matter pertaining to the conference from someone at your school, we’ll ask them to channel the communication through you. Also, rest assured that we hold your questions, comments and feedback in strict confidence. You’re part of the NESA Team**!**

**WHO SETS FEES, CHOOSES CONFERENCE VENUES, ETC?**The NESA Board of Directors, made up of heads of nine member schools elected to two-year terms on a staggered basis, sets annual conference fees and makes the final decision regarding conference dates and sites. Regarding the latter, the board relies heavily on input from the NESA Center Staff and the Teacher Reps.

**HOW DO NESA SCHOOLS FUND CONFERENCE ATTENDANCE BY THEIR STAFF MEMBERS?**

There are as many funding schemes as there are schools! Some schools fund only conference registration fees; others fully fund NESA reps and those chosen to present workshops; a few provide no funding. The best way to get input on this is to ask other NESA reps what their schools do.

**HOW IS THE CONFERENCE CHILDCARE PROGRAM SELECTED AND FUNDED?**

NESA is one of the few regional associations to provide childcare at its conferences. As an organization, we’re not equipped to offer these services ourselves, so the NESA Staff investigates local childcare providers (often with the help of our host school and/or the travel agent with whom we’re working) and contracts with them to provide this service. Charges for the childcare program are levied by the providers themselves, based on their cost/benefit analysis. NESA makes no money whatsoever for brokering this service; in fact, we subsidize this program.

**. . . AND FINALLY, DID YOU KNOW?**

We’re often surprised to learn that many Teacher Reps aren’t aware of services that NESA is willing to provide to member schools. So, for your information, we’re happy to inform you that the NESA Center. . .

* Helps underwrite collaborative efforts by two or more NESA schools to bring consultants to the region.
* Helps schools share ‘home grown’ expertise by providing travel grants for a specialist from one NESA member school to visit another NESA member school and provide consultant services.
* Assists NESA member schools in identifying possible in-region or outside consultants, service providers and vendors.
* Will post hard-to-fill job vacancies and circulate that information among member schools.
* Will serve as an‘ information kiosk’ if your school is looking for information on policies, practices or programs at other member schools (i.e., what are member schools’ policies regarding retention?).

You might want to share this information about NESA services with your school administrator when you meet with her/him for the first time this fall. Who knows? It might even be news to her/him.

# GLOSSARY

**AAIE**: Association for the Advancement of Int’l Education, the US-based umbrella organization for all of the regional associations; Director: Elsa Lamb. ([www.aaie.org](http://www.aaie.org))

**AERO**: “American Education Reaches Out”, a three-year (1999-2002), OSAC-funded project to develop a US standards-based framework for curriculum development in American/international schools. Six NESA schools were involved in this consortium of twelve schools. The standards are posted on the NESA website: [www.nesacenter.org](http://www.nesacenter.org)

**A/OS**: This is the official acronym for the US State Department’s “Office of Overseas Schools” in Washington, DC (it stands for “Administration/Overseas Schools”); Director: Keith Miller; NESA’s Regional Education Officer: Bea Cameron. ([www.state.gov/m/a/os/](http://www.state.gov/m/a/os/))

**A/OS SUMMER INSTITUTES**: Every year, A/OS sponsors several summer programs for administrators and teachers, including JOSTI (Jefferson Overseas Technology Institute), AERO: SBC institute, AAIE Institute on Exceptional Children, among others. For details, go to the “Resources” tab on the NESA homepage.

**AP**: “Advanced Placement”, an external exam program based in the US and administered by The College Board. See the NESA website, www.nesacenter.org for more information.

**ATLAS RUBICON**: A web-based curriculum management tool used by schools worldwide. For details go to: www.rubicon.com

**IBO**: “International Baccalaureate Organization”: An external exam program based in Switzerland. ([www.ibo.org](http://www.ibo.org))

**MSA:** Middle States Assoc. of Colleges and Schools, Pennsylvania-based US regional accreditation agency; works with schools in the NESA region; Associate Director of the Committee on Institution-Wide Accreditation: Jacqueline Gilbert. ([www.css-msa.org](http://www.css-msa.org))

**NAIS**: National Association of Independent Schools, based in Washington, DC; President: John Chubb. ([www.nais.org](http://www.nais.org))

**NEASC**: New England Assoc. of Schools & Colleges, Massachusetts-based US regional accreditation agency; works with schools in the NESA region; Director, Commission on American & International Schools Abroad: Peter Mott. ([www.neasc.org](http://www.neasc.org))

**NVS**: “NESA Virtual School”, a cooperative venture between NESA and A/OS. This future-oriented project provides a powerful vehicle for students and teachers, within and among the 24 participating school communities, to learn about and benefit from an online academic environment. More information in the “Projects” section of the NESA website.

**NVSF**: “NESA Virtual Science Fair”, is a science collaboration project among A/OS, OSAC, 10 NESA “NVS” schools, as wells as schools from MAIS, CEESA, AISA and EARCOS. US-based scientists, university students and professors participate as e-mentors - The NVSF is the first virtual, international science fair in the world. Students from 5th - 8th grade participate either in the NVSF (grades 6-8) or the NVSF5 (5th grade). More information in the “Projects” section of the NESA website.

**PDAC**: “Professional Development Advisory Committee”, a group of curriculum and professional development coordinators from NESA schools who advise the NESA Center on PD.

**SAISA**: South Asia Inter-School Association, 10 member schools in the South Asia region promoting

and coordinating regional professional development activities, academic and cultural festivals, and

athletic tournaments.

**Wider Circle**: a voluntary group of curriculum coordinators and professional development directors from member schools that assists the NESA Staff and the PDAC in planning NESA’s events and initiatives. NB: all member schools can nominate someone to serve on the Wider Circle.

# NESA CENTER STAFF

|  |  |  |
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