

## **NJTESOL/NJBE Code of Conduct**

NJTESOL/NJBE is committed to providing a safe and welcoming environment for all participants regardless of race, ethnicity, gender, sexual orientation, age, disability, physical appearance, body size, experience, or religion (or lack thereof). We expect everyone, including attendees, presenters, staff, and exhibitors, to:

- Act responsibly, behave courteously and respect the rights and dignity of others at all times while in attendance.
- Notify NJTESOL/NJBE staff of any concerning or unsafe situations as soon as possible.
- Provide clear, helpful, honest, and factual details of the situation.

### **The following actions are prohibited:**

- Harassment or intimidation by words, gestures, or body language
- Verbally abusive behavior, including angry or vulgar language, swearing, name-calling, or shouting
- Sexually explicit conversation or behavior
- Solicitation or spam of uninterested participants

We want everyone to enjoy the NJTESOL/NJBE Annual Conference. In keeping with this goal, we reserve the right to refuse a new registration or cancel without refund an existing registration at our sole discretion. We also reserve the right to eject any registrant without any prior notice or refund if their behavior is deemed disruptive, offensive, dangerous, or illegal, or if they are found to be distributing unauthorized material.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please immediately contact a NJTESOL/NJBE staff member.

### **Badge Use and Misuse**

In-person attendee badges must be worn at all times at all events, including sessions, the Exhibit Hall, and meals. All attendees **MUST** be pre-registered and show a photo ID when picking their badge up onsite. If attending more than one day you must “check-in” to pick up your color-coded badge each day you attend. Please have your registration confirmation available at check-in onsite to receive your badge.

By attending and/or registering for the NJTESOL/NJBE Annual Conference, you agree not to sell, trade, transfer, or share your complimentary code or badge. Any persons wearing badges from previous NJTESOL/NJBE events or falsified badges may be ejected from the event and banned from future events. Once you have received your badge onsite, it cannot be changed, substituted, or reissued to a different person without the express consent of NJTESOL/NJBE. If such conduct is discovered after an event, violators will be invoiced, according to onsite registration pricing, and will be required to pay their invoice in full.

### **Photography, Recording, and Videotaping**

Attendees, including a presenting author, may not record audio or video of any breakout, keynote, or invited speaker session at the NJTESOL/NJBE Annual Conference. Unauthorized recording (audio, video, still photography, etc.) of presentations is strictly prohibited.

NJTESOL/NJBE reserves the right to any approved audio and video production of presentations at the NJTESOL/NJBE Annual Conference.

Attendees, presenters, and exhibitors are encouraged to network and enjoy the conference experience. As such, capturing memories of casual meeting activities and networking is permitted with the permission of those being prominently photographed.

Those who do not comply with NJTESOL/NJBE's Photography, Recording, and Videotaping policy may be asked to leave the premises.

NJTESOL/NJBE Annual Conference attendance implies your consent to be photographed, filmed, and/or otherwise recorded for use by NJTESOL/NJBE in company reports, company media pieces, marketing materials, etc.

### **Non-endorsement Disclaimer**

While NJTESOL/NJBE strives to ensure that the content offered at its conference is as timely and accurate as possible, NJTESOL/NJBE makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of speakers' sessions, and expressly disclaims liability for errors and omissions by speakers. The views and opinions expressed at NJTESOL/NJBE conference events are those of the speaker and do not necessarily represent the views of NJTESOL/NJBE or its partners. Inclusion in the conference does not constitute NJTESOL/NJBE's endorsement or recommendation.

### **Personal Liability**

NJTESOL/NJBE is not responsible for loss, damages, or injury to persons or property as a result of attending this activity. This also applies to any other related activities if and to the extent you may be eligible to attend as part of your registration.

(See Standard Operating Procedures below)

## **NJTESOL/NJBE Spring Conference Standard Operating Procedures**

Updated September 2024

**Sponsors & General Exhibitors** - companies and organizations that serve educators who teach and support.

Our Exhibitor Liaison can be reached at [exhibitor-liaison@njtesol-njbe.org](mailto:exhibitor-liaison@njtesol-njbe.org).

All sponsor & general exhibitors:

**Booth Set Up** - All exhibits will be in the form of tabletop displays. One skirted table and two chairs (a single booth). Double booths (2 tables) are available at additional expense as listed in our reservation form. All booths will feature an identification sign stating the company name. All tables are six feet long. Single Booth size is a total of 8 feet, Double booth – is 16 feet long. Sponsors & Exhibitors can leave their displays overnight, thus alleviating the need to break them down.

**Representatives** - Both single and double booths are allotted up to TWO representatives per day. Additional representatives require an extra per person, per day fee. Maximum of 3 representatives per day for each single booth. Maximum of 4 representatives per day for each double booth. Names of your representatives are due by the conference registration close date.

Included in the price of the booths, are the continental breakfast and lunch buffets for the registered representatives.

*EACH REPRESENTATIVE WILL BE REQUIRED TO CHECK IN and WEAR NAME BADGE PROVIDED by NJTESOL/NJBE.* If there are to be different representatives at your booth than those registered, you must notify our exhibitor liaison before the start of the conference for approval. Representatives are to attend the full day, splitting of representative registration during a day is not permitted.

Sponsor and General Exhibitor Booth Representatives are not permitted to attend workshops.

**Time schedule** - Booth set up can begin after 3:30 pm the night before the conference starts. Your booth should be set up and manned during the following time schedule.  
7:30 AM each day to approximately 4:30 PM on days 1 & 2 and until 3:30 PM on day 3 of the conference.

**Payment & Reservation** – *Space is limited.* All booths are reserved on a first come, first served basis. You must submit your reservation form and payment together to solidify your spot. Submitting a reservation form without payment will not hold a spot. Requesting an invoice will not hold a spot or rate.

Payment Options: Online with a credit card or PayPal account OR mailing in the form with a check. We do not accept reservation forms by email.

Sponsor and general exhibitors - When submitting a reservation form and payment you are acknowledging that you have read and agree to the guidelines of the sponsors & general exhibitors, standard operating procedures & code of conduct.

Sponsors or Exhibitors registering after the reservation deadline will not be listed in the conference booklet, on the bingo incentive card, or have an identification sign for their booth.

\$50 Processing fee for cancellations. No cancellations/refunds after the registration deadline.

**Advertisement Opportunities** – B&W ads placed in the conference booklet. All ads must be uploaded by the upload deadline using the [NJTESOL/NJBE Spring Conference Book Ad Upload Form](#), must be in PDF format and a minimum of 300 DPI. The ad must be submitted by the upload deadline listed on the website.

Prices listed on website:

Full page ad (7.5W x 9.5H)

½ page ad (7.5W x 4.5H)

¼ page ad (3/35W x 4.5H)

Business Card size

Inside cover, front and back (7.5W x 9.5H)

Back cover (7.5W x 9.5H)

**Shipping of product to and from hotel - Procedures are coming soon.**

### **Sponsors:**

*Sponsorship is available at 4 levels (Diamond, Platinum, Gold & Silver)*

- All Sponsorship Booths are for three days at the Hyatt in the Atrium Hall
- Sponsorship packages include booth fee & ad fee plus other great incentives.
- Reservations forms, ads, and payment for sponsorship must be RECEIVED BY the due date listed on the website.

### **Specific Level Sponsor Perks**

**Diamond** - Prime Sponsor location in Atrium Exhibit Hall, Full page B&W ad in the Conference Program Booklet, Color banner ad on the top, middle, or bottom of our NJTESOL/NJBE weekly newsletter, Voices, for one year, Color ad in our NJTESOL/NJBE web version annual journal, One Video Library Workshop and One In-Person Workshop, Complimentary admittance at the President's Awards Reception (Double Booth: admit 2, Single Booth: admit 1), Table tent signs one day of the conference recognizing your contribution toward sponsorship on the lunch buffets, NJTESOL/NJBE sends an email blast on hotlist to members before & after the conference, One 8 1/2" X 11" insert in our conference bags, Prominent signage as a premium sponsor, Floor Mat Signage.

**Platinum** - Prime Sponsor location in Atrium Exhibit Hall, Half page B&W ad in the Conference Program Booklet, Color banner ad on the top, middle, or bottom of our NJTESOL/NJBE weekly newsletter, *Voices*, for one year, Color ad in our NJTESOL/NJBE web version annual journal, One In-Person Workshop, Complimentary admittance at the President's Awards Reception (Double Booth: admit 1), Table tent signs one day of the conference recognizing your contribution toward sponsorship on the breakfast buffets, NJTESOL/NJBE sends an email blast on hotlist to members before and after the conference, Floor Mat Signage

**Gold** - Sponsor location in Atrium Exhibit Hall, quarter page B&W ad in the Conference Program Booklet, Color banner ad on the top, middle, or bottom of our NJTESOL/NJBE weekly newsletter, *Voices*, for one year, Quarter page color ad in our NJTESOL/NJBE web version annual journal, One Video Library Workshop, Table tent signs one day of the conference recognizing your contribution toward sponsorship on the coffee stations, NJTESOL/NJBE sends an email blast on hotlist to members before the conference,

**Silver** - Sponsor location in Atrium Exhibit Hall, Business card size B&W ad in the Conference Program Booklet, Color banner ad on the top, middle, or bottom of our NJTESOL/NJBE weekly newsletter, *Voices*, for one year, Color business card size ad in our NJTESOL/NJBE web version annual journal. NJTESOL/NJBE sends an email blast on hotlist to members before the conference.

**The following are perks for all levels of sponsors:**

- Sponsor recognition before opening keynote sessions \*\*
- Logo displayed prominently before opening keynote sessions \*\*
- Special acknowledgement of sponsorship on booth sign
- Complimentary WIFI
- Name/Logo with link to your website prominently displayed on our Spring Conference web page
- Acknowledgement of sponsorship in Conference Program Book
- Award recognizing your sponsorship
- Sponsor ribbon on badge
- Acknowledgement of Sponsorship at President's Awards Reception
- Additional advertising opportunities. Please contact, [exhibitor-liaison@njtesol-njbe.org](mailto:exhibitor-liaison@njtesol-njbe.org), if interested in one of these opportunities.
  - Conference bags
  - Badge holders
  - Folders
  - Sponsor the President's Awards Reception
  - Raffle donations

\*All ads are due by the ad deadline. Ads in *Weekly Voices* will run from June through May following the conference. They will be in the *Annual Voices* the following February.

\*\*Except for keynote sessions sponsored by a Keynote Sponsor

### **General Exhibitors:**

Booth reservation can be 2 (first 2 days) or all 3 days. General Exhibitor space in the Atrium is limited. Sponsors will be accommodated in the Atrium first then general exhibitors. Once Atrium is full all other exhibitors will be in the exhibit hall.

Rates for general exhibitors' booths (single or double) vary according to the date the reservation form & payment are submitted. We offer early, regular & late rates. See reservation form for rates & dates.

Exhibitor ribbons on name badge.

### **Recruiter Booths for Districts -**

- One component of our NJTESOL/NJBE Spring Conference is providing booths for Districts interested in recruiting teachers. Districts can reserve a recruiting booth for the last day of the in-person conference.
- Space is very limited. Recruiting booths are reserved with a completed registration form and payment (a board approved and signed PO, a check or by credit card).
- You will receive a confirmation email from our Exhibitor Liaison ([exhibitor-liaison@njtesol-njbe.org](mailto:exhibitor-liaison@njtesol-njbe.org)) once your forms and payment are processed confirming your booth.
- Submissions must make the deadline listed on the website, they will be accepted unless capacity is reached prior to this date.
- In order for your district to be listed in the conference booklet or incentive bingo card your reservation form and payment must make the registration deadline.
- There are no walk-ins registrations.

The following are perks for all recruiting booth:

- Single Booth - All exhibits will be in the form of table top displays.
- One skirted table and two chairs for a single booth. (6' table/8' space)
- All booths will feature an identification sign stating the school/district name.
- Booths include ONE representative per single booth reservation.
- If you wish an additional representative there is an additional fee listed on the website. Maximum of 2 representatives per booth.
- Continental breakfast and lunch buffets included for your representatives each day
- Complimentary WIFI
- Advertising opportunities in our conference program book. All ads are due by the due date listed on the website. Must be a minimum of 300 DPI and in PDF format.

There are three ways to register & pay for a Recruiting Booth (PO, Check or Credit Card/PayPal):

- Pay with a Board Approved Purchase Order: If paying with a purchase order – Please take note of the deadlines & fees listed on the website. The board approved PO and Printable Recruiting

Booth Form must be submitted together and meet the receive-by deadline. Payment on the PO is due by the conference start date.

**We DO NOT accept them by email or fax.**

You have 2 options to choose from once you fill out the printable form.

Choose one: upload OR mail.

- Mail the form and board approved & signed PO to the address on the form:  
NJTESOL/NJBE, Inc.  
230 Ashland Ave.  
Cherry Hill, NJ 08003 OR
- Use the [Spring Conference District Recruiting Booth Purchase Order Upload Form](#) to upload the board approved PO and registration form(s).
- **Pay with a Check:** You will need to use the Spring Conference Recruiting Printable Registration Form and mail it with a check to:  
NJTESOL/NJBE, Inc.  
230 Ashland Ave.  
Cherry Hill, NJ 08003
- **Pay with a credit card or PayPal account:** You will need to use the [Spring Conference District Recruiting Booth Credit Card/PayPal Online Payment Form](#). The online form is ONLY for those paying by credit card or PayPal.

## Call for Proposals

Proposals can be submitted for an in-person presentation, a pre-recorded presentation for the Video Library, or a combination of both. Preference will be given to proposals that reflect the conference theme.

### Criteria in order to present a workshop:

**Educational Consultants** - NJTESOL/NJBE recognizes two types of Educational Consultants: Professional consultants, and Free-lance consultants as defined in this manner. If consultants violate this code of conduct, then they will no longer be able to present at the NJTESOL/NJBE conference.

**Professional Consultants** are businesses that provide professional development services as their primary occupation. They do not work full-time at educational institutions (K-12 school districts, colleges and universities). Educational consultants who meet these criteria **may only present workshops as a representative of a Diamond, Platinum, or Gold sponsor.**

**Free-lance Consultants** are full-time educators (K-12 school districts, colleges, and universities) who provide professional development as a part-time opportunity and are paid no more than 4 days per year for their presentations. Free-lance consultants can present workshops as representatives of their full-time institutions and are **not allowed to advertise their consulting business or published work during their presentations.** Any social media posts about their workshop cannot advertise their

consulting business or published work, mention of these services/materials in a social media bio is acceptable.

**Executive Board Members** can present regardless of affiliation, as they are representing the NJTESOL/NJBE board only and cannot promote a consulting business or published work. Any social media posts about their workshop cannot advertise their consulting business or published work but mention of these services/materials in their personal social media bio/profile is acceptable.

**Retired Educators** can present as long as they are a free-lance consultant per the above definition.

**Educators** – Full or part time educators who do not free-lance and are not paid for any professional development.

**Invited Guest Speakers** - Community Organization Representatives, State and Federal Program Representatives

### **Presentation Formats**

- **In-Person Presentations/Panels** will have an assigned day, time, and room at the Hyatt. You will have a total of 75 minutes to present and answer questions.  
Presenters who were accepted to present in-person must be present in-person at the conference; we won't be able to shift in-person presentations to a different format once they are accepted.
- **Video Library Presentations/Panels** should be 30-to-45 minutes in length. All pre-recorded video library presentations will be a part of the library for participants to view at their leisure starting on a specific date listed on the website. It will NOT have a scheduled time or day.
  - There is NO Q&A. You must feel comfortable with technology for recording your presentation.
  - All pre-recorded videos are due by date list on the website.
  - All accepted videos will become property of NJTESOL/NJBE to share in the future if they so choose.
  - Guidelines for recording your video:
    - They must be a MP4 file, no larger than 4 Gbs.
    - When you upload your videos you may also upload any handouts (PDF) or presentation files (PowerPoint or PDF) you wish to share. You will also be able to upload handouts at a later date.
    - If there is more than one presenter for the workshop, the main contact should be the one to coordinate the recording and upload the video plus any handouts.
    - When you "save" your pre-recording, please put YOUR proposal # at the beginning of the filename followed by the title (or slightly abbreviated) of your workshop.



- For example: 99 – We Love to Teach.
  - Also label your handouts with the proposal number at the beginning ending with “handouts”.
    - 99 - We Love to Teach handout Recording information and suggestions:
- Two suggested platforms: LOOM or Zoom.
  - LOOM will work if you or you and your co-presenter are recording your workshop at only **one** (the same) location.  
LOOM is free software that allows you to both easily record and send your presentations.  
The link to the LOOM website: <https://www.loom.com/desktop>  
\_LOOM Tutorial link - a guide to walk you through the LOOM software: <https://www.youtube.com/watch?v=11pfvBNsXkA>
  - You can edit right within LOOM.
  - LOOM default file format is MP4.
  - Zoom can be used if recording your workshop from either one or more locations.  
Zoom can also be downloaded for free.  
Zoom default file format is also MP4.
    - In order to edit a Zoom recording you must use another program. Suggested editing programs: Adobe Premier or iMovie.
- **Both (combination of the In-Person & Video Library)** You will need to submit your presentation in video format following the Video Library Presentation guidelines & you agree to present the same presentation in-person at the Hyatt on a specified date and time.

## Presentation Types

- **Presentations:** Presentations can be a workshop, a demonstration, a session about teaching tips, or a presentation about research.
  - Only TWO presenters per presentation.
  - All presenters (in-person & video library) must register and pay for the conference.
  - In-person presentations will not be recorded or live-streamed.
- **Panels:** Explore a particular topic from different perspectives.
  - Up to 5 panelists per panel and panelists must be finalized prior to proposal submission. There will be a **limited** number of panels accepted.
  - In-person panels will not be recorded or live-streamed.
  - All panelists must register and pay for the conference.
  - Only two panelists pay the presenter registration rate. All other panelists must pay the attendee registration rate. If you have any questions, contact our Conference

Coordinator, [conference-coordinator@njtesol-njbe.org](mailto:conference-coordinator@njtesol-njbe.org), to discuss your proposal prior to submission.

- **Poster Sessions** - Poster session is a visual representation of a best practice, successful activity, or researched evaluation that is presented to small groups of attendees in the Poster Session area of the conference.
  - Poster sessions are available as an In-Person presentation only at the Hyatt Regency
  - Limited to one presenter.
  - A poster session includes, but is not limited to, a large tri-fold or poster-like display. Student work, samples, and artifacts are highly encouraged. *(Please note: All posters must stand on their own as there is no wall to attach them to.)*
- **Exhibitors/Publishers/Companies** (or those associated with the aforementioned) **can no longer submit a proposal unless you pay or have paid to be a Diamond, Platinum or Gold Sponsor.**

### General Information for all Presenters

- When submitting a proposal you are acknowledging that you have read and agree to the Guidelines of the presenters, Standard Operating Procedures & Code of Conduct.
- **You may not submit a proposal on behalf of an exhibitor/company, as a representative for an exhibitor/company, or in conjunction with an exhibitor/company or as an author of a published work** unless you are a representative of a Diamond, Platinum or Gold Sponsor. Sponsor representatives are to use a special link to submit their proposals.
- Presenter #1 is responsible to make sure that their co-presenter(s) confirm, register & pay for the conference.
- All presenters (in-person & video library) are required to pay and register for the conference.
- You will have the opportunity to upload handouts and presentation files for both the in-person and video library components.
- All presenters (in-person & video library) will earn PD hours for preparing & presenting (or recording) your workshops.
- Once a proposal is submitted, no changes can be made, nor can presenters be added or changed. Please coordinate & confirm with your co-presenter(s) before submitting their name.
- If you wish to submit more than one proposal, you must fill out the form separately for each submission. Please make sure when filling out the form it is important to be consistent with your name, district (affiliate) & email address.
- Splitting of a registration is not permitted.
- A one year NJTESOL/NJBE membership is a gift of the organization to all paid presenters. If you are already a member, your membership will be extended for one year from your date of expiration.
- Presenters can earn PD hours.
- All presenters must read and follow the NJTESOL/NJBE Code of Conduct & Standard Operating Procedures.

- Due to the ongoing COVID-19 pandemic, every accepted presenter must be prepared to present virtually, should the need arise.
- If your current submission is approved, NJTESOL/NJBE will supply the guidelines and information you will need for your presentation in your acceptance letter.
- QUESTIONS? E-mail our conference coordinator, [conference-coordinator@njtesol-njbe.org](mailto:conference-coordinator@njtesol-njbe.org)

### Steps for being a presenter:

#### 1. Submission:

- Proposals received after the submission deadline will not be considered.
- Presentations are limited to TWO presenters per presentation. Poster sessions are limited to ONE presenter.
- Panels are limited to 5 presenters per panel. Only 2 presenters will receive the discounted presenter rate, others pay the attendee rate.
- List the presenters in the order in which name(s) should appear in the conference app.
- You should receive an email within a week after you submit your proposal acknowledging your submission. If you do not, contact the webmaster, [webmaster@njtesol-njbe.org](mailto:webmaster@njtesol-njbe.org).

#### 2. Notification:

- Each presenter involved in the presentation will receive an email notification as to the acceptance or non-acceptance of the workshop. Please watch for this email. If accepted, in this email you will see the type of presentation (In-Person, Video Library, or Both) that you have been assigned.
- Tools and guidelines for creating the video of your presentation will be included in the acceptance emails.

#### 3. Confirmation:

- **Each presenter involved in a presentation must individually confirm using the proposal number that they still wish to present and agree to the day scheduled for their workshop by the confirmation deadline.** The proposal number and type (and day for in-person) will be listed in the acceptance letter.
- When you confirm, you will be given the option to choose how your payment will be made: Online with a credit card, by check or PO. This allows time for those paying with a purchase order to start the process with your district.
- It is imperative that you supply a **personal email**, rather than your school email. Your personal email will ensure that you receive communications from us, as many districts have blockers set up.

#### 4. Presenters' Registration & Payment of Fees (In-Person & Video Library):

- Discounted presenter's registration fee will only be given for **up to TWO presenters per presentation. One per poster session.**  
There are additional discounted rates if presenting and/or attending additional days. If your proposal is accepted these fees will be listed in your acceptance letter.

- Presenters must register and submit payment (online, check or approved PO) by presenter deadline list on the website and acceptance email to qualify for these fees, or incur a \$40 late charge.
- If paying with a purchase order it is **your responsibility to follow up with your district** so that your registration form and approved PO are received by the deadline or you will risk your workshop being canceled. Registration and approved & signed PO MUST BE submitted together via regular mail or the upload link. **We DO NOT accept them by email or fax.**
- A one year NJTESOL/NJBE membership is a gift of the organization to all paid conference presenters. The one year membership will start when registration is processed. If you are already a current member, your membership will be extended for one year from your current expiration date.

5. **Pre-Recorded Videos for the Video Library:**

- Follow the guidelines and procedures supplied to record your 30-45 minute presentation.
- Upload your pre-recorded video by the due date using the customized link that will be provided to you.