Requests for Presentations

Commitment to Transparency
Consistent with the priorities of its member states, the Smarter Balanced Assessment Consortium is committed to providing member states and education stakeholders with detailed and current information regarding the Smarter Balanced Assessment System. This request for presentations policy is designed to ensure that the consortium remains responsive to constituents and uses its staffing resources wisely.

Timeline for Requests for Presentations
Requests for presentations from Smarter Balanced Staff should be submitted at least 2 months before the presentation date.

Process for Submitting Requests for Presentations
Requests for presentations must be submitted to sb@smarterbalanced.org. Requests will be reviewed in the order received, with earlier requests receiving higher priority. Requestors will receive a response with an acceptance or decline within 2 weeks of receipt of the request. Requests must contain the following information:

1. Name of the Organization Sponsoring the Event
2. Date and Time of the Speaking Engagement
3. Location of the Event
4. Brief Description of the Event
5. Brief Description of the Session Topic and Format (e.g. keynote speech, panel presentation, workshop etc.)
6. Size and Nature of the Expected Audience (e.g. teachers, district superintendents, legislators, etc.)
7. Brief Description of the Potential Benefit to Smarter Balanced Consortium Members
8. Availability of Funds to Reimburse Travel Expenses

Criteria Used to Evaluate Requests for Presentations
Approval of requests for presentations will be made based on the following criteria:

1. The degree to which the Smarter Balanced Consortium and/or its members will benefit from the presentation
2. The projected workload and availability of staff
3. The availability of funds to reimburse travel expenses
4. The degree to which staff have already presented on the proposed topic and/or materials are available to address the proposed topic
5. The degree to which Smarter Balanced staff are exclusively qualified to present information