

## Hosting an NEOEA Day Program

NEOEA Day is the premier in-service event of our professional organization. Held this fall on Friday, October 11, 2024, members will have the opportunity to participate in a variety of educational seminars, in-service presentations, and workshops at scattered sites throughout our district and online.

As an NEOEA member, you have the ability and we welcome your participation in offering programs of interest related to your area of expertise to members in and around your local. Many useful sessions on NEOEA Day are prepared and hosted by our members. The process is simple, and here are some of the steps that you can take in setting up a program:

1. **Develop an idea for a program** that will help you and members in your area of work and corner of the District. Do your students love the results of your method of making tasty lunch creations on a limited budget from bulk food purchases? Have you found a way to extend the life of Hasley-Taylor heatilators? Could you share your method of improving student reading participation and enjoyment of the classics? Ideas that have either broad appeal or that may be useful in your local and districts near you, for those who are located in the corners of our area, are all appropriate. Depending on the topic, presenting to a range of 10-50 persons can be expected, and you may limit capacity to a level that corresponds to your idea of what an ideal “class size” is. Your district may have program time minimums. Check with colleagues in a couple of other locals to encourage the attendance of additional members by adjusting to conform to district program time minimums.
2. **Refine the idea** into a program description that will entice attendance and a catchy title to attract attention in the NEOEA Day catalog and further reading of the details by colleagues. Stress how the program can assist members in their workplace, or with their personal or leadership development.
3. **Secure a location.** Your work place or perhaps a larger building in your local that may be near a state or US highway may be best to hold your in-person event. Programs are available to all NEOEA members, but many members have a desire to limit travel. Some hosts strive to locate programs in the middle of the NEOEA district, on in-service days, but other locations within the corners of our region may also have appeal. Some districts may require a building permit but may waive any costs for programs hosted by district employees. From our experience gained last year, the opportunity to present virtual events will also be available.
4. **Complete the NEOEA Request for Proposal.** Funding is available for certain programs, and CEU credit may also be available, an additional means of attracting other members to your event. NEOEA will publicize accepted programs online, through e-mail messages, and in the NEOEA Day catalog which is produced just after school starts in the fall. The Request for Proposals document is available at [neoea.org/files/RFP.pdf](https://neoea.org/files/RFP.pdf).

Feel free to contact the NEOEA office at [desk@neoea.org](mailto:desk@neoea.org) with questions related to putting a program together and the hosting process. With your help, we can continue to provide NEOEA members with useful programs that enhance their work with students, personal development, or their ability to facilitate leadership in the United Education Profession.

--by Dennis Lewis, member of the NEOEA Day Committee