



AMPLIFY: LEAD. ENGAGE. INSPIRE.

NAFME NATIONAL CONFERENCE

**NOVEMBER 11-14, 2018
JUSTIFICATION TOOLKIT**

This toolkit includes:

- General tips/talking points
- Sample justification letter for your administrator
- Conference overview flyer

WHY ATTEND?

When proposing you attend the 2018 NAFME National Conference to an administrator, it is important to focus on the value that your participation will bring back to your school, program, and students. This year's conference – "Amplify: Lead. Engage. Inspire." – will allow you to expand your toolkit of ideas, models, and activities, as well as connect with your colleagues from across the nation. Come learn from the best and contribute to amplifying the music education profession.

There are five Opuses, or conference tracks, available:

- **AMPLIFY: LEARNING** – Teaching Music as a Well-Rounded Subject
- **AMPLIFY: INNOVATION** – Cultivating Innovative Music-Making
- **AMPLIFY: INVOLVEMENT** – Engaging Diversity in Music-Making & Teaching
- **AMPLIFY: INSPIRATION** – Inspiring Students through Music Creativity
- **AMPLIFY: TECHNOLOGY** – Teaching the Tech-Savvy Generation

To demonstrate the reasons for attending the 2018 NAFME National Conference, here are some suggested takeaways to share with administrators:

- You will return with innovative new, standards-based teaching strategies to use in your classroom and to share with other teachers, students, and parents.
- You will earn **20 contact hours** of professional development through our "Opus" (topic area) tracks.
- You can earn an additional **10 contact hours** of professional development by attending one of our pre-conference **Forums**.
- You will be able to earn micro-credentials on-site for the Amplify: Learning, Amplify: Inspiration, and Amplify: Technology tracks. Micro-credentials allow you to dig deeper into what you have learned and create action plans to put your learning on its feet when you return to your school district.
- You will have time to meet with fellow music educators, including dedicated time to network and time to learn best practices through a "poster session" featuring 85 educators from around the country.
- You will have access to 50 exhibitors and sponsors who will provide new and innovative musical instruments, materials, and equipment for you to test drive on behalf of your district and your music colleagues.

PLANNING AHEAD

As you prepare to ask for support from an administrator, make certain you have your plans in place and information ready to go. Pieces to consider sharing with your administrator as you ask to attend the conference include:

- 1. Overview of the conference.** You can use the one-pager included at the end of this toolkit to share general information on the conference with your administrator.
- 2. Identified Conference strand to attend.** Which **Opus** will you attend? And why? What value will this learning bring back to your classroom and your school?
 - a. Being able to speak to the content and how it connects directly back to your own professional growth and work is vital to convincing your administrator of the value this conference brings to you, your classroom, and your school.
 - b. You may want to print out the **session descriptions** for the Opus track for your administrator to review with you.
- 3. Estimated cost for attending the conference: \$_____**
 - a. Do you know the entirety of the cost for sending you to the conference? This should include travel (airfare, taxi, car), lodging (see the great **hotel deals** that include a lower registration fee!), registration, and an estimate of meal costs. The conference registration will include the following meals: Sunday evening reception, Monday evening reception, and Tuesday evening reception. Additionally, attendees may pre-purchase lunch on Monday (\$15) and Tuesday (\$15) during the registration process. Attendees who purchase a package of 2 or more hotel nights will receive complimentary lunch both days of the conference.
 - b. Keep in mind how you can save here. Would you be willing to share a room?
- 4. Lesson plans that are ready for a substitute, including a non-music educator substitute.**
 - a. Do you have lesson plans ready to go for all of your classes and/or ensembles?
 - b. Do you have lesson plans that can work for a non-music educator substitute as well as a music substitute teacher if you are fortunate enough to have one?
- 5. Your plan to share when you return back to your school.**
 - a. How will you share your new-found information with your colleagues? Do you have a Professional Learning Community in your district so you can share with your fellow music educators? Does your school expect a written report? Having a timeline and ideas on how you will share what you've learned shows how the district will receive value in sending you to the conference.

On the following pages is a sample of a letter you can provide to your supervisor explaining the importance of your attendance at the conference and the benefits of your attendance to your school and district. Please feel free to edit the letter to best meet your needs and interest areas.

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DALLAS, TX

#NAfME2018

Dear _____,

I am requesting your permission to attend the National Association for Music Education's National Conference in Dallas, Texas, November 11–14, 2018. This conference will provide me with a focused professional development opportunity geared to my needs and interest areas. The conference is designed in tracks, or "Opuses," focusing on specific areas in music education. I have selected the following Opus to attend during the conference (select one of the following):

Amplify: Learning—Participants will be able to connect the 2014 Music Standards to their classroom practice, including curriculum maps and lesson plans. Participants will also learn how to implement all aspects of the standards into their classroom.

Amplify: Inspiration—Participants will bring a variety of methods and instructional approaches geared toward increasing creative music-making back to their classroom.

Amplify: Innovation—Participants will learn concrete ways to build a student-centered classroom embracing a variety of music and music-making methods.

Amplify: Involvement—Participants will better understand the diverse students they teach, particularly understanding the role poverty plays in the lives of students, and how to more fully engage students from African American backgrounds in their classroom.

Amplify: Technology—Participants will learn how to implement technology effectively to support musical learning, creation, and performance in their classroom.

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The Amplify Opus I have selected will help me expand my teaching techniques, offer new ideas and knowledge to better educate the students at our school, and provide information on how to incorporate the new 2014 Music Standards into the lessons I teach. I will earn 14 hours of focused professional development through this opus and will also receive an additional 6 hours of professional development across a range of topics in music education. These additional hours will include sponsored sessions by exhibitors, where I can try out new and innovative products for the music classroom, as well as a best practice poster session where I can learn from more than 80 music educators from across the nation.

In addition, I am interested in attending the _____ Forum offered just prior to the conference on November 10–11. This Forum will allow me to further my leadership skills, supporting my career goal of serving in a leadership capacity within my school district or state music education organization.

I have included a detailed cost breakdown of the conference as well as a copy of the conference brochure for you to review. I have also included a list of vendors I would like to visit during the conference to evaluate some of the products I would like to consider for the classroom.

I estimate the total cost of the conference will be _____.

Thank you for taking the time out of your busy schedule to consider my request. I look forward to hearing from you and to representing our district at the National Association for Music Education's National Conference in Dallas, November 11–14, 2018.

Sincerely,

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You can receive 20 hours of professional development for attending an Opus at the National Conference and/or 10 hours of professional development for attending one of the three two-day Forums.

- **EMERGING LEADERS FORUM:** This forum seeks to unite individuals interested in taking the step to serve as a leader within NAFME and its affiliate music education association structure. Young professionals, teachers returning to the field, and established teachers will all walk away feeling empowered to join the ranks of those who came before and those currently working to ensure a bright future in music education.
- **COLLEGIATE FORUM:** Collegiate members will learn what it takes to be a successful music educator, beyond sound pedagogy and good music-making. Participants will not only share and learn from and with their peers, but also meet and network with district arts coordinators and music program leaders from across the United States.
- **MUSIC PROGRAM LEADERS FORUM:** This forum will provide relevant professional development for music program leaders and district arts coordinators working in the K-12 school setting, aimed at establishing and growing networks of collegial support for those in the profession. This forum is geared for those in administrative roles, built with insights and models from your colleagues – music program leaders across the nation.

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Come join us once again in Dallas as we dive deeply into what we do as music educators to support our students each and every day. Presenters of the following topic areas, or “Opuses,” will help you share your own practice, collaborate with colleagues from across the nation, and expand upon your toolkit of supports, ideas, models, and activities.

AMPLIFY: LEARNING - Teaching Music as a Well-Rounded Subject

How do we move beyond the podium and include our students as active music-makers and leaders in our ensembles as promised in our 2014 Music Standards?

AMPLIFY: INNOVATION - Cultivating Innovative Music-Making

How do we successfully embrace a variety of musical experiences with this generation of students?

AMPLIFY: INVOLVEMENT - Engaging Diversity in Music-Making and Teaching

How do we create a fully inclusive classroom for all learners and all students, regardless of background, learning style, or level of musical experience?

AMPLIFY: INSPIRATION - Inspiring Students through Music Creativity

How do we provide for the creation and improvisation of music throughout the curriculum – whether an ensemble, general music, or music appreciation class?

AMPLIFY: TECHNOLOGY - Teaching the Tech-Savvy Generation

How do we integrate technology in a meaningful way that engages students and provides new opportunities that were never before possible? Presented by TI-ME, Technology for Music Educators.

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