



West Virginia Department of Education  
**Public Service Training**  
*-Beckley Office-*

May 17, 2019

Dear Instructors,

This year, for ESCAPe 2020, we are refocusing our vision. In order to make our conference better, we have assembled a planning committee, and are excited to get started!

ESCAPe 2020 will be held from Feb 25 through March 1, 2020.

Class proposals are now being accepted. Things are a bit different this year, so please read carefully – in order to be considered, all class proposals must include the following:

- Written description of the class (for the brochure), including class hours
- CV to apply for nursing CEs (if applicable)
- Technology request form
- Presenter's fee – this will be a flat fee this year. If you need meal or mileage reimbursement, please consider that into your total. In order for us to budget appropriately, meals can no longer be charged to lodging rooms.
- Preferred day(s) to present
- Lodging requests (lodging will be covered for instructors)

In order to meet our strict timeline, the committee has set a deadline of July 17 for the submission of class proposals. Any proposals received after July 17 will not be considered for ESCAPe 2020.

Please send all proposals to [robert.bailey@wvsc.org](mailto:robert.bailey@wvsc.org) and [sradford@wvsc.org](mailto:sradford@wvsc.org)

These are changes to the normal process. It is our hope these “growing pains” will make the conference better for everyone involved.

We hope you'll join us!



presented by



# ESCAPE 2020 Conference

Please indicate any equipment that will be needed to conduct the class(es) you will be instructing at ESCAPE 2020:

Laptop	
LCD Projector	
Television monitor	
Speakers	
Easel pad/markers	
Power cords	
Video/audio cable <i>Please specify type. If unsure, provide picture.</i>	
Is internet required for your presentation? <i>We will accommodate requests to the best of our ability, but due to limitations of the park's wireless system, we cannot guarantee internet connection. If you need technical assistance to download files or videos before your arrival, please let us know.</i>	
Other items – specify:	

## **Contact Information**

Name:

Email:

Phone: