



## CLASSROOM OF THE FUTURE CALL FOR PRESENTATIONS

The Georgia Chapter of the Association for Learning Environments Annual Summer Conference to be held at Callaway Gardens, Georgia, on June 11-14, 2017 is seeking submittals from vendors and suppliers to display an innovative and high-tech classroom of the future as a tool for exploration and discovery during our conference.

### INQUIRY

*What is the classroom of the future going to look like?*

*Will the technology of today and changing learning styles change classrooms?*

*Has anything really changed inside the four walls of the classroom?*

The growth of technology and the breadth of work being done to incorporate 21st Century Learning concepts into our schools have raised more questions than answers. The desire for the display is to create an interest in how new ideas and new technologies might be used in classroom environments. Each room will be open during the conference for attendees to explore and experience the products and concepts available to their districts.

Please note - our intention is to display ideas, technologies and products available for use in outfitting classrooms of the future, not to provide a separate marketing location for the vendors and/or companies. Each company will be allowed to place discreet signage identifying the manufacturer and/or provider of the material in the space and must have an exhibit booth location within the main exhibitor space.

### WHAT IS REQUIRED?

#### **Room Information –**

There are four (4) spaces available for use and final location for the submittal will be determined by the selection committee consisting of members of the Board of Directors for the Georgia Chapter of the Association for Learning Environments. The rooms designated for outfitting are Bayberry 1, 2, 3, and 4. All rooms are the same dimension, 20' wide x 24' long with 9'0" ceiling heights. Additional specific details, if required, will be provided to the selected teams so detailed planning can be done prior to the conference. Basic internet access, power and lighting are available in the space. **NO MODIFICATION TO, TEMPORARY REPLACEMENT OF, AND/OR CONNECTION TO THE LIGHTING IN THE FACILITY WILL BE ALLOWED.**

#### **Assembling the Team –**

The Georgia Chapter of the Association for Learning Environments is requesting that vendors and suppliers team together to provide a fully outfitted space to the greatest extent possible –

including technology, furnishings and furniture. Teams may include an architect and/or educational planner to assist in the layout. As a team, your members are responsible for the delivery, set up and breakdown of the room at the time designated for the conference. Specific delivery access must be coordinated with the Callaway Gardens staff. Contact names will be provided to the selected teams.

#### **Submittal Package –**

- Letter of Intent: Provide a letter identifying the primary firm(s) that will participate in your display and the over intent of the display.
- SECTION 1: Submit a brief overview of the members of your group and their respective product(s) to be used in the display.
- SECTION 2: Provide a description, picture, rendering or other visual that allows the selection committee to understand what the room will look like and how it will be set up. Include a list of all furniture, furnishings and equipment.
- SECTION 3: Provide a written summary of the innovative strategies and ideas to be on display in the space.
- SECTION 4: Provide contact information for the Primary Team Contact. *(NOTE – This is the person who will receive correspondence, notifications, etc. and will be the person responsible for the coordination of the installation's assembly and breakdown.)*

SUBMITTALS SHOULD BE SUBMITTED ELECTRONICALLY IN AN EASILY READ FORMAT SUCH AS A PDF FILE TO THE FOLLOWING E-MAIL ADDRESS – Melissa Cantrell at [melissa.cantrell@cdhpartners.com](mailto:melissa.cantrell@cdhpartners.com).

## **Proposals are due on or before 5:00 pm on March 31, 2017.**

#### **SELECTION COMMITTEE –**

- The Georgia Chapter of the Association for Learning Environments Selection Committee will review and evaluate all submittals received by the due date and time. Selection will be based on creativity and innovative approaches to the classroom of the future.
- The winning teams will be notified by email and/or phone call.
- Notification will include the room assignment and specific details about the space.

#### **MISCELLANEOUS REQUIREMENTS –**

- All team members must be the Georgia Chapter of the Association for Learning Environments Annual Sponsors and must have an exhibit booth space in the main exhibit area. (As a reminder, no vendor or supplier will be allowed to use the space as a marketing venue outside discreet signage placed in the space)
- The classroom of the future will be open during the exhibitor hours.
- All costs for the shipment of furniture and equipment to and from the conference will be the responsibility of the team.
- Any additional costs for power and data to the classroom will be the responsibility of the team. (This will be coordinated with the Georgia Chapter of the Association for Learning Environments and Callaway Gardens)
- The existing lighting in the room may not be removed or modified.

All questions should be received prior to 5:30 p.m. on March 31, 2017 and directed to the following email address - **Melissa Cantrell** at [melissa.cantrell@cdhpartners.com](mailto:melissa.cantrell@cdhpartners.com)

