

Conference Application NESA Accredited PD

For organisations applying to have a multiple simultaneous stream conference with concurrent workshops.

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# Application Form

# Part 1 About your organisation

To apply to have a course/conference accredited as NESA Accredited PD, the provider must be a bona fide organisation.

### ABN details

Please provide details of your ABN.

|  |  |
| --- | --- |
| Australian Business Number (ABN) | Click or tap here to enter text. |
| Entity Name  (Legal or Holder name for ABN) | Click or tap here to enter text. |

### Name under which the organisation will offer this conference

Providers must offer the conference under either the Legal/Entity name for the ABN provided, or a Registered Business Name attached to the ABN.

|  |  |
| --- | --- |
| Will you use the Legal/Entity Name provided above or a Registered Business Name? | Choose an item. |

If you will offer the conference under a Registered Business Name, provide that name. Please note that Trading Names are not acceptable.

|  |  |
| --- | --- |
| Registered Business Name | Click or tap here to enter text. |

### Contact details for the Conference Organiser

The nominated Conference Organiser is the person NESA contacts if clarification is required regarding the structure of the conference program and content of the workshops

Provide the contact details for the Conference Organiser.

|  |  |
| --- | --- |
| Conference Organiser name | Click or tap here to enter text. |
| Conference Organiser role title | Click or tap here to enter text. |
| Conference Organiser phone number | Click or tap here to enter text. |
| Conference Organiser email address | Click or tap here to enter text. |

# Part 2 Conference format and background information

### Basic conference information

State the conference name. The name must include the year in which it will be delivered. Conferences in future years will have different speakers and content. It is not possible to create a generic conference and re-use it each year.

|  |  |
| --- | --- |
| Conference name  The conference name MUST include the year in which it  will be delivered. | Click or tap here to enter text. |

State the Career Stage of the conference. Note: A conference can be accredited at one Career Stage only.

|  |  |
| --- | --- |
| Career Stage | Choose an item. |

Nominate the NESA Priority Area addressed by the conference. Note: A conference can be accredited for one Priority Area only.

|  |  |
| --- | --- |
| Nominated Priority Area | Choose an item. |
| How does your conference content relate to NSW Syllabuses/EYLF? | Choose an item. |

If you answered ‘Content is specific to one or more syllabuses’ above, then please complete the following two questions.

|  |  |  |  |
| --- | --- | --- | --- |
| List the syllabuses addressed in the conference | The NESA website lists all current [NSW Syllabuses](https://curriculum.nsw.edu.au/). If your conference does not address a specific syllabus, enter ‘N/A’.  Click or tap here to enter text. | | |
| Syllabus Stages  (Check all that apply) | Early Childhood  Early Stage 1 | Stage 1  Stage 2  Stage 3 | Stage 4  Stage 5  Stage 6 |

List up to 5 search terms/phrases/words that teachers may use to find your conference. This will be used to assist teachers to find your conference with the course search tool. Separate search terms using commas.

|  |  |
| --- | --- |
| Search terms/words/ phrases (separate terms using commas, maximum of 500 characters including spaces) | Click or tap here to enter text. |

### Intended audience

Tell us about the intended audience.

|  |  |
| --- | --- |
| Target teacher  sector  (check all that apply) | Dept of Education schools/services  Catholic systemic schools/services  Independent schools/services  Cross sectoral |
| Target teacher setting  (check all that apply) | Early childhood teachers  Kindergarten – Year 2  Years 3–6  Years 7–10  Years 11–12 |
| Target teacher group  (check all that apply) | School executive/centre directors  Team leaders, e.g., stage leaders, subject leaders  Classroom teachers  Special education specialists |
| Participant skill level  (check all that apply) | Novice  Intermediate  Advanced  Note: If you select more than one skill level, you will need to describe how your conference meets the needs of each of the different levels. |
| Teachers enrol and participate in the conference as:  (check all that apply) | Individuals  A team of colleagues from one school  Whole school |
| Do participants pay a fee for the conference? | Choose an item. |

### Learning goals of the conference

What are the expected learning outcomes for participants? Using dot points and 100 words or less (maximum 500 characters including spaces), outline the learning goals of the conference. This will be visible to teachers searching for courses/conferences to attend.

|  |
| --- |
| Learning goals (maximum 100 words in dot points) |
| Participants will:   * Click or tap here to enter text. |

Episodes within the conference

An ‘episode’ is defined as a logical component of a conference that starts and finishes on the same day.

|  |
| --- |
| Examples of conference episodes:   * If a conference consists of one ‘in person’ or ‘live virtual’ event completed in one day, then the conference consists of 1 episode’. * If a conference is delivered ‘in person’ or ‘live virtual’ over two days back-to-back, then the conference consists of 2 episodes’, one for each day. |

Provide an overview of the episode structure of the conference.

|  |  |
| --- | --- |
| Number of episodes | Choose an item. |
| Over what period do you expect a participant to complete all episodes? | Choose an item. |
| Start date of conference | Click or tap to enter a date. |
| End date of conference | Click or tap to enter a date. |

Describe how participants will attend the conference: single days or a multiday pass for all days the conference is delivered

|  |  |
| --- | --- |
| Attendance tickets  (check all that apply) | single day (available for each day the conference runs)  entire conference |

Note: Your conference will be set up in eTAMs according to your attendance tickets.

* If participants can only buy a ticket for the total duration of the conference only, 1 conference will be created in eTAMS.
* If participants can buy single day conference tickets and your conference runs for multiple days, multiple conferences representing each specific single day will be created.
* You will need to keep an attendance record for every day of the conference.

### Duration of each episode/day

Conference participants will be awarded accredited hours for each episode/day they attend. Therefore, the duration of each episode/day must be identified.

Identify the duration of each episode/day based on the conference program and the expected average attendance pattern.

|  |  |
| --- | --- |
| Episode/day | Duration of episode/day |
| Episode/day 1 | Choose an item. |
| Episode/day 2 | Choose an item. |
| Episode/day 3 | Choose an item. |

*Add more rows to accommodate additional episodes/days if necessary.*

### Conference mode of delivery

Select the mode of delivery of the conference.

|  |  |
| --- | --- |
| Mode of delivery | Choose an item. |

# Part 3 Monitoring attendance

As the nominated Account Owner, I attest that the applying organisation will abide by the requirements listed above in relation to monitoring the attendance of NSW accredited teachers at the conference. For full details refer to the APENDIX at the end of this document.  
  
 Tick to confirm

# Part 4 Conference structure and program

Indicate the documents you are supplying with this application.

|  |  |
| --- | --- |
| Conference program is attached to the application | yes |
| List the names of any supplementary documents | Click or tap here to enter text. |

# Part 5 Mapping to the NESA content criteria\*appendix

An episode/day can address no more than one related Standard Descriptor per hour of episode/day duration.

|  |
| --- |
| Examples: Relationship between aspects and Standard Descriptors   * An episode/day of 3 hours duration addresses one aspect only: C-PT-3b Using evidence-based strategies to teach content and/or skills of identified syllabus/approved learning framework and enables teachers to meet three of the related Standard Descriptors: 1.5.2, 3.3.2 and 3.4.2. * An episode/day of 5 hours duration addresses two aspects: C-PT-3d Applying evidence-based strategies to teach students/children with English as an additional language and/or dialect and C-PT-3g Using evidence-based strategies to embed the teaching and learning of literacy and/or numeracy and enables teachers to meet one of the related Standard Descriptors: 2.5.2. |

#### Please note: the conference program or supplementary materials will need to provide enough detail to enable assessment of the chosen aspects and related Standard Descriptors

#### Mapping to the content criteria

|  |  |  |  |
| --- | --- | --- | --- |
| Episode/day 1 | | | |
| **Nominated aspect**  List the code only, e.g., C-PT-1a.  One aspect per row only. | **List the name and scheduled time of at least 3 workshops/keynote presentations in which the aspect is addressed.** | **Nominated Standard Descriptor(s)**  List the 3-digit code(s) only, e.g.. 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes/No |

*If the episode/day addresses more than one aspect, add an additional row for each nominated aspect.*

|  |  |  |  |
| --- | --- | --- | --- |
| Episode/day 2 | | | |
| **Nominated aspect**  List the code only, e.g., C-PT-1a.  One aspect per row only. | **List the name and scheduled time of at least 3 workshops/keynote presentations in which the aspect is addressed.** | **Nominated Standard Descriptor(s)**  List the 3-digit code(s) only, e.g. 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes/No |

*If the episode/day addresses more than one aspect, add an additional row for each nominated aspect.*

|  |  |  |  |
| --- | --- | --- | --- |
| Episode/day 3 | | | |
| **Nominated aspect**  List the code only, e.g., C-PT-1a.  One aspect per row only. | **List the name and scheduled time of at least 3 workshops/keynote presentations in which the aspect is addressed.** | **Nominated Standard Descriptor(s)**  List the 3-digit code(s) only, e.g. 3.2.2 | **Mandatory Feature attestation.**  I attest that the nominated workshops/keynote presentations meet the mandatory features associated with the aspect. |
|  |  |  | Yes/No |

*If the episode/day addresses more than one aspect, add an additional row for each nominated aspect.*

If the conference has additional episodes/days, copy the entire table above and complete it for each additional episode/day.

# Part 6 Meeting the principles of effective professional learning

A conference must meet the 8 [principles of effective professional learning](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/professional-learning-principles/). Each principle has a number of criteria. For some principles, all of its criteria must be met. For other principles, only one of its criteria must be met.

|  |  |  |
| --- | --- | --- |
| Principle | | Criteria |
|  | |
| 1. The conference is content focused | | **yes** |
| 2. The conference demonstrates coherence. | | **yes** |
| 3. The conference meets NESA’s duration requirements. | | **yes** |
| 4. The conference recognises the experience and prior knowledge of learners. | | **yes** |
| Principle | Criteria | |  |
| 5. The workshops/keynote presentations are job-embedded and/or provide opportunities for transference of learning. | A. The conference provides examples of how conference content can be used in teaching and learning practice.  **AND/OR**  B. The conference provides opportunities for transference of learning into teaching and learning practice. | | Your course must meet at least one of the criteria for this principle:  Principle 5 Criterion A  AND/OR  Principle 5 Criterion B |
| 6. The workshops/keynote presentations include models of/modelling effective teaching practice. | A. The conference outlines to participants, models of effective evidence-based teaching and learning practices relevant to the conference content. This could but does not have to involve modelling the practices.  **AND/OR**  B. The conference provides opportunities for participants to utilise these models of effective evidence-based teaching and learning practices. | | Your course must meet at least one of the criteria for this principle:  Principle 6 Criterion A  AND/OR  Principle 6 Criterion B |
| 7. The workshops/keynote presentations support active collaboration. | A. The conference provides opportunities within the conference for active collaboration with others.  **AND/OR**  B. The conference provides suggestions for collaboration that participants undertake in their educational setting or teaching and learning context. | | Your course must meet at least one of the criteria for this principle:  Principle 7 Criterion A  AND/OR  Principle 7 Criterion B |
| 8. The workshops/keynote presentations support opportunities for feedback and reflection. | A. The conference requires participants to give or receive feedback on teaching and learning practice.  **AND/OR**  B. The conference requires participants to reflect on their own teaching and learning practice or the teaching and learning practice of others. | | Your course must meet at least one of the criteria for this principle:  Principle 8 Criterion A  AND/OR  Principle 8 Criterion B |

# Part 7 Policy requirements

If this is your first application to have a conference or course accredited as NESA Accredited PD, you need to complete Part 7A and 7B.

## Part 7a Policy requirements relating to the conference

### Policy requirements declaration

As the nominated Account Owner for the organisation, I declare that:

|  |  |  |
| --- | --- | --- |
| 1. The conference details are accurate. | yes |  |
| And, if the conference is accredited, then for the calendar year in which the conference is accredited; |  |  |
| 1. The organisation will notify NESA of any change to the Highest Responsible Officer or nominated Account Owner within 2 business days of change. | yes |  |
| 1. The organisation will notify NESA of any significant change to the legal entity or status of the organisation within 2 business days of change. | yes |  |
| 1. The organisation will maintain current insurance cover to conduct PD activities, including but not limited to Public Liability Insurance. | yes |  |
| 1. The conference content and delivery:  * complies with all relevant legislative and regulatory requirements * is consistent with relevant government policies * is consistent with relevant sector policies * meets the statutory requirements that affect the provision of PD in line with the [Work Health and Safety Act 2011](https://www.legislation.nsw.gov.au/#/view/act/2011/10), the [Privacy and Personal Information Protection Act 1998](https://www.legislation.nsw.gov.au/#/view/act/1998/133) and the [Anti-Discrimination Act 1977](https://www.legislation.nsw.gov.au/#/view/act/1977/48). | yes |  |
| 1. The conference will be delivered as described in this application. | yes |  |
| 1. The conference designers and presenters hold appropriate qualifications or have appropriate experience. | yes |  |
| 1. The organisation holds a record of the qualifications of the conference designer(s) and presenter(s) that can be produced on request. | yes |  |
| 1. The organisation holds a record of the materials used in the delivery of the conference that can be produced on request. | yes |  |
| 1. The organisation owns or has permission to use the intellectual property of the conference. | yes |  |
| 1. The conference start and end dates will be uploaded to eTAMS at least 7 days before the conference commences. | yes |  |
| 1. Teacher participation data will be uploaded to eTAMS within 30 days of participants completing the conference. | yes |  |
| 1. The organisation will allow NESA officers to attend/participate in the conference during the period of accreditation for auditing purposes. | yes |  |
| 1. The organisation will adhere to NESA’s guidelines for the promotion of NESA Accredited PD. | yes |  |
| 1. If the organisation has entered a partnership with a third party to design and/or deliver this conference, there is a partnership agreement in place that will be included with this application.The partnership agreement must:  * be signed by all parties * detail ownership of the Intellectual Property * detail which parties are responsible for the development and delivery of the conference, and for uploading participation into eTAMS. | yes, there is a partnership in place and the agreement is attached.  N/A, there is no partnership in place. | |

I acknowledge that, if the conference is accredited, and the organisation fails to comply with any of the above requirements, then the accreditation of the conference may be cancelled at any time.

### Declaration by Conference Convenor

As the conference convenor, I attest that,

* I have briefed all workshop developers and keynote presenters on the requirement that each of their sessions must meet the requirements of the principles of effective professional learning.
* All workshops and keynote presentations meet the requirements of the principles of effective professional learning.
* I understand that, should the workshops/keynote presentations not meet the requirements, the organisation may not be able to apply for accreditation of conferences in the future.

Declaration made by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Conference Convenor name |  | Signature and Date |

**Completed forms must be submitted via** [**ptcpdapp@ptc.nsw.edu.au**](mailto:ptcpdapp@ptc.nsw.edu.au)

**Appendix**

# Eligibility to deliver conferences as accredited PD

## Eligible organisations

Eligible organisations must provide at least one professional development course for teachers in schools and/or early childhood services. Eligible organisations must meet the requirements of [Section 4.1 of the Policy](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/resources/policies-procedures/accreditation-of-professional-development-courses-policy/#accreditation). Eligible organisations include:

* independent schools developing and delivering PD to teachers outside their own school.
* universities and other tertiary education organisations
* professional associations for teachers
* charities
* government departments
* commercial organisations or sole traders offering professional development for teachers.

## Eligible conferences

Eligible conferences are those that:

* are specifically designed for an audience of teachers from schools and/or early childhood services
* address the [principles of effective professional learning](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/professional-learning-principles/)
* deliver content that directly addresses one or more aspects within one priority area
* meet the [subject/content specific criteria](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/apply/#content-criteria) for the applicable priority area
* include content and activities that directly align with relevant Standard Descriptors from one of the career stages of the [Australian Professional Standards for Teachers](file:///C:\Users\rosenberg\Desktop\Link%20to:%20https:\www.educationstandards.nsw.edu.au\wps\portal\nesa\teacher-accreditation\meeting-requirements\the-standards) (either Proficient, Highly Accomplished or Lead Teacher).

## Ineligible conferences

Conferences relating to the following content are ineligible:

* responding to and/or administering first aid for physical injuries
* responding to acute medical conditions such as anaphylaxis and asthma
* co-curricular activities such as sport or debating coaching
* school/service/sector governance, risk, and compliance
* school/service/sector administrative systems and policies
* the induction of new staff to a school/service/sector
* teacher wellbeing
* learning about or implementing a paid product, publication or ‘software as a service’ online learning program.

Conferences presented in the following formats are ineligible:

* events where learning activities and/or content are not identified before the event
* study tours involving travel to multiple sites
* excursions or events involving school students or children where the focus is on student/child learning and the teacher’s participation is providing duty of care.

Note: Ineligible conference content and formats will be reviewed regularly and updated when necessary.

# Monitoring attendance

The nominated Account Owner must attest that they will ensure that for each episode of the conference, teacher attendance and participation will be monitored according to NESA’s requirements.

#### Attendance and participation requirements declaration

1. The organisation will monitor attendance for each keynote presentation and workshop on the program.
2. The organisation will retain attendance and participation records securely for five years.
3. **For workshops/keynote presentations delivered via the in-person mode of delivery**, the organisation will ensure that teacher attendance and participation is monitored and recorded using one of the following methods:

* sign-in and sign-out attendance sheet

**OR**

* electronic monitoring (for example, bar code or QR code tracking).

1. **For workshops/keynote presentations delivered via the live virtual mode of delivery**, the organisation will have systems in place to record participant engagement for the duration of the workshops/keynote presentations

As the nominated Account Owner, I attest that the applying organisation will abide by the requirements listed above in relation to monitoring the attendance of NSW accredited teachers at the conference.

# Application procedures

## Before you apply

Applying to deliver a conference as NESA Accredited Professional Development (NESA Accredited PD) represents a significant commitment to support the professional learning and development of NSW teachers.

### Step 1: Familiarise yourself with the Policy

Familiarise yourself with the [*Accreditation of Professional Development Courses Policy*](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/resources/policies-procedures/accreditation-of-professional-development-courses-policy) (the ‘Policy’).

You should pay particular attention to Sections 4.1 and 9.1 of the Policy to ensure you:

* can meet the application requirements (Section 4.1)
* understand your ongoing responsibilities if your conference is accredited (Section 9.1).

## Step 2: Familiarise yourself with the content criteria, principles of effective professional learning and the Standards

Check your conference:

* + - meets at least one of the aspects of one priority area at a particular career stage ([see content criteria](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/apply/nesa-accredited-pd/#content-criteria))
    - meets all 8 [principles of effective professional learning](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/professional-learning-principles/)
    - includes content and activities that directly align with relevant Standard Descriptors at either the Proficient, Highly Accomplished or Lead Teacher career stage of the [Australian Professional Standards for Teachers](https://www.educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/meeting-requirements/the-standards) (the ‘Standards’).

### Step 3: Read the application support materials

The following support materials should be used to assist you when completing this application form:

* + - [NESA Accredited PD 1 – Introduction](https://educationstandards.nsw.edu.au/wps/wcm/connect/16c2a87a-71a2-4617-87b2-0337f7f50a53/nesa-accredited-pd-1-introduction.pdf?MOD=AJPERES&CVID=)
    - [NESA Accredited PD 2 – The priority areas, content criteria and the principles](https://educationstandards.nsw.edu.au/wps/wcm/connect/53418c26-ea1e-4245-a176-8cab88fdc989/nesa-accredited-pd-2-priority-areas-content-criteria-principles.pdf?MOD=AJPERES&CVID=)
    - [NESA Accredited PD 3 – Completing and submitting an application](https://educationstandards.nsw.edu.au/wps/wcm/connect/2f06bf30-2f49-42e5-8c02-13a35c37e35a/nesa-accredited-pd-3-completing-submitting-application.pdf?MOD=AJPERES&CVID=).

# Completing the application form

## Step 1: Select the appropriate application form

**Use NESA Accredited PD application** for courses and single stream conferences.

**Use Multi-stream conference application** if you are applying to have a conference with concurrent workshops approved as NESA Accredited PD.

## Step 2: Complete the appropriate application form and the Fit and Proper Persons Declaration

**Submit only one conference per application form.**

If your organisation has not previously had a conference or course accredited under the new Policy requirements, your application to have a conference accredited as NESA Accredited PD, requires:

* + - a completed copy of Multi-stream conference application ensuring all relevant sections are signed by the organisation’s Highest Responsible Officer and the Account Owner
    - a completed copy of the [Fit and Proper Persons Declaration](https://educationstandards.nsw.edu.au/wps/wcm/connect/f13bcfeb-6666-4183-b5fd-6b80b2c569b2/fit-and-proper-persons-requirements-declaration.pdf?MOD=AJPERES&CVID=) signed by the organisation’s Highest Responsible Officer.

Note: if your Highest Responsible Officer has submitted a Fit and Proper Persons Declaration with a previous application and that person is still the Highest Responsible Officer, you do not need to resubmit the declaration.

## Step 3: Submit your application via email

When the relevant material is ready to be submitted, email it to [**ptcpdapp@ptc.nsw.edu.au**](mailto:ptcpdapp@ptc.nsw.edu.au)

# Mapping to the NESA content criteria

Conferences will have a common theme as outlined through the mapping and conference program. Where there are multiple workshops or keynote presentations being delivered concurrently with participants choosing different paths, it may not be possible to map each workshop and session individually.

Each episode/day of the conference must address between one and three of the aspects of the [content criteria](https://educationstandards.nsw.edu.au/wps/portal/nesa/teacher-accreditation/professional-development/information-for-providers/apply/#content-criteria) for your nominated priority area and career stage. An episode/day may address aspects from more than one focus area within the priority area.

For each nominated aspect, the workshops/keynote presentations must enable teachers to meet, in their practice either during or after the conference, at least one of the Standard Descriptors within the group of related Standard Descriptors for the aspect.

Identify the common aspects that all participants will meet by attending each episode/day. Record these aspects, one per row, in the table below.

For each aspect identified:

* list the name and scheduled time of at least 3 workshops/keynote presentations in which the aspect is addressed
* list the related Standard Descriptors that the workshops/keynote presentations meet in the same corresponding aspect row

consider the mandatory feature associated with the aspect and make the mandatory feature attestation noting if the mandatory feature(s) are not met, the aspect cannot be identified with the conference

# NESA Application Assessment Procedures

You can only include one conference per application form.

Applications will be processed in order of receipt.

We will waiver the application fee until after the implementation review outcome later this year.

You will receive an email acknowledging receipt of your application. If you do not receive an email within 2 business days, please email [pd@nesa.nsw.edu.au](mailto:pd@nesa.nsw.edu.au).

Once you submit your first application, no further applications will be accepted until the application has been assessed and the assessment outcome has been returned to you by email. While it may be challenging to wait before you submit further conferences, this procedure is in place to ensure that organisations have a clear understanding of what is required for a conference to be approved before they spend time applying for further conferences.

You will receive an email advising you of the assessment outcome. If successful, the conference will be loaded into eTAMS ready for you to:

* schedule your conference by creating a session in eTAMS indicating start and end date and location of session at least 7 days prior to the session commencing
* upload teacher participation details within 30 days of the conference completing.