



## 2026 Governance Camp Session Submission Requirements

This resource outlines the information and materials you'll need to complete your formal session submission. Before submitting, please review the [Session Proposal Guide](#) for detailed information about session types and submission guidelines.

Session Submission Link available on [TASB.org/governance-camp](https://tasb.org/governance-camp)

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### Session Title

- 70-character limit including punctuation and spaces
- Aim for a concise, engaging title between 10 and 15 words.
- Use [AP Style title case](#) (capitalize principal words and proper nouns).

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### Session Descriptor

- 425-character limit including punctuation and spaces
- Craft a clear and compelling description of about 65 words.
- Highlight the session's focus, key takeaways, and relevance for a board audience.

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### Session Submission Type, Format and Content Categories

*(Described in detail in the Session Proposal Guide)*

Select the appropriate session type, format and content categories for each submission.

**Note:** The "Format and Content Categories" section does not apply to Student Inspired District Demonstration

### Available Submission Types:

- Leadership and Governance
- Student Voice Presentation
- Student Inspired District Demonstration

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### Has this session been presented before?

- If yes, which event(s) and when?

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### How are students involved in this session or demo? *(Not applicable to Leadership and Governance Sessions)*

- Clearly describe how students will lead, co-present, or play an active role in the session.
- Be specific about what students will do during the presentation or demo and explain how their participation and perspectives will strengthen the topic and its impact on attendees.

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### Standard Set & AV

- List any special setup or AV requirements that differ from the standard set. (requested changes not guaranteed)

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### Student Inspired District Demonstration Example

*(Applicable only to District Demonstrations)*

- Be prepared to upload any photos, videos, or supporting files that showcase the project or program.

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### Submitter Contact Information

- Company/Organization/ISD
- Job Title
- Phone Number

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### Presenter Agreement Signature

- Confirm that you have read, understand, and accept the *Presenter Agreement*.
- If multiple presenters are listed, select **one Primary Presenter**.

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### Presenter and Chaperone Information

Provide the following information for each person added.

**Governance Sessions:** Maximum of five (5) presenters printed in program.

**Student Voice Sessions and Demonstrations:** Maximum of two (2) chaperones (not listed in the program; do not include student information).

#### Required Information:

- First and Last Name
- Email Address
- Direct Phone Number (including extension)
- Mobile Phone (for onsite communication only)
- Company Type (select one):
  - Texas Public School District
  - TASB Employee
  - Organization/Company
- Job Title [Rank or Role] of [Department or Function]  
ex. Director of Education, Chief Advisor of Accountability

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### Is this individual a TEA Provider?

- **If yes**, be prepared to provide the TEA Provider number and expiration date.  
*Each session only needs one TEA provider to offer credit.*

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### Contact Definitions:

#### Submitter/Primary Contact

The individual completing the application. Responsible for communicating session details and updates to all presenters. This person is the main contact TASB will communicate with and may or may not be a presenter.

**Primary Presenter:** The individual responsible for leading the presentation, moderating a panel, or delivering the core content and engaging with the audience during the session.

**TEA Provider:** An individual approved as a registered provider for CEC through the TEA. May also serve as the primary presenter or a co-presenter.

**Co-presenter:** An individual or team of supporting speakers or panelists who contribute to the presentation by sharing specific insights, examples, or sections of content alongside the primary presenter.

**Chaperones:** Accompanies and supervises student participants during the conference, ensuring their safety, appropriate conduct, and active engagement in conference activities.

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### Tips and Important notes:

- First-time users will set a permanent password during login.
- Click **Save Draft** to ensure progress is saved.
- Only one draft submission in progress
- Click **Complete** to submit. You will receive a confirmation e-mail if submission is successful.
- Edits accepted until **January 9, 5 p.m.** via the speaker portal.
  - Select the session to edit.
  - Select **View Submission** at the very bottom.

Accepted submissions notified via email by Jan. 22, 2026.

Submission questions: e-mail [events@tasb.org](mailto:events@tasb.org).