

Call for Presentations



2015

MARYLAND COMMUNITY ACTION PARTNERSHIP
HUMAN SERVICES CONFERENCE MAY 12-14, 2015

Maryland Community Action Partnership

Innovation: Changing with Time brings together more than 400 Community Action professionals from across Maryland. The 2015 annual conference will bring the newest, most innovative approaches to agency and program operations.

The annual conference committee is accepting presentation submission until **February 1, 2015**. Please complete all requested material for your presentation to be considered. Incomplete submissions will be disqualified.

Call for Presentations Information

Comprehensive Program

Innovation: Changing with Time highlights cutting-edge issues in agency operations, program development, marketing and public relations, public policy, technology, community development and more. This conference will provide an exciting forum for exchange of practical knowledge and new strategies related to Community Action. It will also offer the opportunity to demonstrate your

expertise and share success with colleague from across the state.

Audience

Executive directors, chief executive officers, trustees and top level professionals, including fiscal and human resource directors, department heads, program managers, development directors, Work Ready coordinators, customer direct service centers, case managers, marketing and public relations directors attend the annual conference.

Presentation Formats

Innovation: Changing with Time will offer concurrent educational workshops in *one and one half hour* formats.

Presenters are encouraged to use audio-visual materials and handouts. MCAP will provide a template for Power Point presentations.

At the discretion of the annual conference committee, presenters may be asked to combine elements of their presentation with other related proposals.

Guidelines for Submission of Proposals

To have a presentation considered for an education workshop at **Innovation: Changing with Time**, you must:

- Complete a separate application and contract for each educational session submitted.
- Provide all requested information following submission guidelines. Incomplete proposals will be disqualified.
- Submit your proposal to MCAP by close of business on **February 1, 2015**. Late submissions will not be accepted. Submit to:

MCAP Conference Committee

420 Chinguapin Round Road, Suite 2-I,
Annapolis, MD 21401
(443) 482-5168

myoung@maryland-cap.org
Evaluation Criteria and Notification of Acceptance

The 2015 annual conference committee will review all proposals. Criteria for evaluation are as follows:

- ✓ Practical application to MCAP
- ✓ Innovation and originality of the concept, topic or strategy.
- ✓ Clarity, depth and specificity of proposal and learning objectives.
- ✓ Timeliness of subject matter.
- ✓ Presenter (s) qualifications.

An individual or organization may submit more than one proposal, each proposal must contain all specific information to be eligible for consideration.

The person who submits the proposal will be notified **by email** of the annual conference committee's decision by

February 15, 2014. MCAP cannot accept inquiries regarding the status of proposals prior to this date.

Concurrent sessions will be scheduled for May 12, 13, & 14, 2015. If you have a scheduling conflict for any of these dates please indicate so on your application.

MCAP's faculty reimbursement policy does not allow MCAP to pay honoraria or expenses. MCAP will offer a registration discount to all selected presenters and co-presenters.

Innovation: Changing with Time

Audio-Visual Equipment

We encourage speakers to use audio-visual aids to enhance their presentation. MCAP will provide PC-based laptop,

projector and screen for each workshop room. Speakers must bring presentations on a flash drive. Internet access will NOT be guaranteed in presentation rooms.

Handouts

Presentation handouts are desired. Speakers may supply MCAP with a master copy to duplicate no later than April 21, 2015.

Instructional Methods

Presentation can be presented using several formats: lecture, panel discussion, case study and hands-on work session.

Proposal Questions

Please direct questions to Michelle Moaney at 443-482-5172 or (mmoaney@maryland-cap.org). MCAP cannot accept inquiries regarding the status of proposals prior to February 15, 2015.

Innovation: Changing with Time!

Deadline for submission, February 1, 2015

Speaker Application and Contract

Presenter Information

Names will appear in the conference program exactly as provided below. Please make certain the spelling is correct.

MCAP Member

Non-Member

Lead Presenter's Name: _____ Title: _____

Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Presentation Title (*10 Words Maximum*) _____

Course Description Narrative description, up to 50 words, to be used in conference program. Relate the topic to a significant trend or challenge. Explain the value of the information and identify new or unique applications. Relate the presentation to the professional or social growth of the audience.

Learning Objectives List three (3) main education goals of your session. Specify, beyond the session narrative, what participants will learn by attending the presentation.

Session Details

Instructional Method:

- Lecture Panel Case Study Hands on Work Session

Audience:

- Board/Trustee Executive director/CEO Senior management Support staff
 Program directors Frontline staff Customers Volunteers

In order to assist attendees with workshop selection, identify to which specific organizational program(s) your workshop most relates:

- workforce dev. utilities/energy assistance food/nutrition transportation
 community dev . early childhood learning housing rehab senior services
 volunteer services supportive housing emergency housing housing dev
 housing counseling

Educational Track Indicated the educational track (s) for your presentation.

- Achieving your Leadership Potential** **Creative Thinking for Long-term Potential**
 Business of Running your Business **Delivering High-quality Services**

Speaker Agreement *This agreement covers lead presenter and all co-presenters. By signing this agreement, lead presenter attest that they have informed co-presenters of all terms and conditions.*

I understand that I am responsible for paying all travel-related expenses, special event costs, meals and hotel. A special presenter discount registration rate will be offered to me if I choose to attend any portion of the conference not associated with my own session(s). I understand that MCAP reserves the right to video and/or audio tape my session(s) and use the material for future trainings, including web postings. I will inform MCAP within 30 days of the presentation if, for any reason, I am unable to present at my session. I understand that promoting a company, service or product during the presentation is prohibited.

Signature _____

Date _____

Innovation: Changing with Time!

Co-Presenter Information

Names will appear in the conference program exactly as provided below. Please make certain the spelling is correct.

Co-Presenter #1 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Co-Presenter #2 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Co-Presenter #3 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Co-Presenter #4 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____