

Request for Proposals – Workshop Presentations

Dear Members and Friends,

The Providers' Council welcomes a workshop presentation proposal from you or your staff for our **43rd Annual Convention & Expo**. This event is the largest of its kind in New England, with nearly 1,200 people from nonprofit human services providers, businesses and state agencies expected to attend. The convention will be held on **Thursday, September 20, 2018** at the Marriott Copley Place Hotel in Boston.

Convention workshops are 90 minutes long and are generally attended by 20 to 100 convention participants from across all agency positions. The convention provides wide exposure to the human service community. Workshops are featured in our registration brochure, on our website and in the convention program book.

Convention presenters receive complimentary admittance to the day's entire program, including meals. We reimburse presenters' fees for copying workshop materials up to \$30. ***Presenters bring their own laptops and projectors if needed for their presentation as we cannot provide these materials.*** We cannot guarantee a minimum or maximum number of attendees in any workshop.

How to Respond

If you would like to share your professional knowledge and skills, please complete and return the following *Presentation Proposal* form or complete the online proposal form by **Friday, April 13, 2018**. All information requested on the *Presentation Proposal* form is needed for CEU applications and for convention registration materials.

Selection Criteria

Proposals will be judged on how well they meet the following criteria:

- Clear and concise workshop description
- Three well-defined, measurable objectives for the workshop
- Workshop strongly relates to human service providers' interests
- Experience and credentials of presenters related to the workshop topic
- Presenter's knowledge of human service providers
- Relevance of the topic, as determined by our Education and Convention committee

The Providers' Council will notify all applicants of their proposal status by **June 1st, 2018**.

Please feel free to circulate the *Presentation Proposal* forms to other professionals in your network.

If you have any questions, don't hesitate to call me at 617-428-3637 x128 or email amccarthy@providers.org. We look forward to reviewing your submission.

Amanda McCarthy
Education and Membership Associate

Convention Workshop Topics

The Providers' Council is particularly interested in receiving proposals for workshops in the following areas. We will also consider other topics that you think would be of interest to our audience, particularly those that are both unique and directly relevant to human service professionals. When you prepare your workshop proposal, please also consider the audience that the material is best suited for.

Clinical topics for clinicians who work with people with developmental, intellectual or physical disability; mental health diagnosis; substance abuse history; history of abuse; economic disadvantage or criminal record; or with children, youth, families or elderly individuals.

- Acquired brain injury
- Innovation in programs
- Motivational interviewing
- Trauma-informed care
- Positive behavioral supports
- Aging

Executive topics

- Collaboration & partnerships (focus on how-to)
- Development (e.g. best practices, the future of events, diversification, collaboration)
- Financial management & strategies
- Health insurance
- Worker safety
- Advocacy and public policy

Management topics

- Communication
- Conflict resolution
- Challenging workplace situations
- Crisis intervention (for clinical and non-clinical staff)
- Cultural competency
- Mentoring programs (staff to staff, staff to clients)
- Presentation skills
- Supervision (e.g. managing up, project management, motivation, team building)

Administration and Finance topics

- CORI
- Data collection – best practices, systems used, development use
- Data management and security
- Fundraising
- Grants
- Healthcare reform (e.g. dual eligibles, money follows the person, etc.)
- Innovation and Social Enterprise

Wellness topics

- Creating sustainable wellness program with good outcomes
- Handling burnout and vicarious trauma
- Stress management

**Presentation Proposal
2018 Annual Convention and Expo**

All of the following information is required for your proposal to be considered. The information you provide on this form will be used for our convention registration brochure and continuing education applications. You may attach responses to the form on a separate sheet.

Title of Presentation:

Topic:

Who is this workshop suited for:

Workshop track(s):

Clinical & Direct Care Programs

Executive

Supervision & Management

Human Resources

Administrative & Finance

Personal Growth & Wellness

Summary (Written as you'd like it to appear in the convention brochure, maximum 50 words):

Workshop Objectives: Please list 3 concrete, measurable objectives (these will be used in the workshop evaluation questions)

1.

2.

3.

Primary Presenter Information

Name:

Position:

Company:

Email:

Address:

City, state, zip code:

Telephone:

Degree(s) and year degree(s) granted:

Years of experience in presentation subject matter:

Describe your experience in the workshop subject matter:

Co-Presenters: Provide above information for each co-presenter separately, including all panelists & moderator if the workshop is a panel format.

References

1. Name: _____ Organization: _____
Title: _____ Phone number: _____
2. Name: _____ Organization: _____
Title: _____ Phone number: _____

Teaching Methods for this Presentation (check all that apply):

- _____ Lecture _____ Role Play
_____ Discussion Groups _____ Panel
_____ Practice

Audio-Visual Equipment (select all that apply):

- _____ None (you will not use any AV equipment)
_____ Flip Chart and Markers (to be provided by the Providers' Council)
_____ I will bring my own LCD projector, and I understand that any related extension cords, remote controls, etc. are my responsibility (Council will provide projection screen).
_____ I will rent a projector from the event AV company at my own expense. Please send me the info regarding equipment available and fees. I will arrange rental at least 60 days before the event (Council will provide projection screen).
_____ I would like information on ordering internet access.

***The Council cannot provide laptops or projectors for presenters.**

***Internet access is available for a fee**

Ideal Room Presentation set up – Check all that Apply (All rooms will be set theater style)

- _____ Lectern (microphone will be provided for larger audiences)
_____ Head Table (for workshops with more than one presenter)
_____ AV table (for projector or handouts)
_____ Open presentation space – no tables or lectern

Bibliography (List at least three books or journal articles that you will reference in your presentation. These do not have to be your own publications.):

1. _____
2. _____
3. _____

PROVIDERS' COUNCIL

Please return this form to the Providers' Council by April 20, 2018
Questions? Contact Amanda McCarthy at 617.428.3637 x128 or amccarthy@providers.org.