



9th Annual
Sharing Skills~Building Connections Conference 2012
Partnering for Opportunity

CALL FOR WORKSHOP PRESENTATIONS

Introduction

The Commonwealth Workforce Coalition (CWC) invites you to submit a proposal for its ninth annual conference *Sharing Skills~Building Connections* on **May 14, 2012 at Sturbridge Host Hotel and Conference Center in Sturbridge, MA**. We encourage proposal submissions by professional providers and staff from community based education and training programs, housing services, youth employment, homeless services, adult basic education, community colleges, career centers, workforce investment boards and supportive services agencies from across the Commonwealth.

Presentations

We are seeking proposals for workshops highlighting best practices and models, innovative solutions, useful tools and methods for workforce training, employment, education and successful partnerships that leverage existing resources and connect low income individuals and families to economic success focused on this year's theme of *Partnering for Opportunity*.

We encourage workshop presentations that engage conference participants, offer useful information that can be applied in attendees' organizations, and are led by individuals who have in-depth experience with their topics.

Please download and complete the form below. You can save it in Microsoft Word. Then email the completed form to Dilia L. Ramirez at dramirez@cedac.org You will receive an email from CWC confirming the receipt of your proposal within two business days of the submission. If you do not receive a confirmation or have any issues with this form, please contact Dilia L. Ramirez at dramirez@cedac.org or 617-727-5944.

Guidelines

- **Submission deadline is January 13, 2012.**

Your proposal will be selected based on the information provided in this application.

- Please adhere to the word count and other guidelines.
- Please note that all sessions are either 75 or 90 minutes in length and accommodate between 40-100 attendees.
- Hands-on activities are encouraged.
- Presenters will be notified about the conference committee's decision after February 1, 2012.
- If your presentation is selected, we provide complimentary registration for 1 presenter in each workshop.

Workshop proposals will be evaluated on the following criteria: relevance to target audience, the results programs/policies to be presented have had (for participants, industry, and/or system changes), the extent of presenters' experience with their topics, and whether the design encourages audience participation/interaction. **Primary presenters will be responsible for notifying co-presenters of proposal status and related information.**

Editing

We reserve the right to edit the workshop description and title if necessary for brochure space reasons.

Workshop Information

Workshop Title (10 words maximum) **This title will be listed in the conference program brochure.**

Workshop Outline

In the space below, write an outline of your presentation which *includes learning outcomes, content and methods of presentation*. Please limit your outline summary to up to 500 words. We suggest that you write your outline summary in a word processing program and cut/paste it into the text box, and save a copy for your records.

Workshop Abstract for Program Brochure

In the space below, please write a summary of no more than 50 words. This summary should be a brief description of your presentation. **This description will be included in the conference program brochure.**

Workshop Emphasis related to workforce development and training (please check only one):

- Working with Employers
- Working with Participants
- Youth Employment
- Skills Identification and Assessment
- Counseling/Coaching
- Policy & Systems Change
- Collaborations and Partnerships
- Working with Offenders
- Career Pathways

- Green Jobs
- Community Colleges and Workforce Development
- Transitions to Post-Secondary Education and Training
- Family Economic Success Strategies
- Lifelong Learning
- Management and Technical Resources
- Leadership in Workforce Development Organizations
- Model & Program Building Resources
- Program Design and Development
- Evaluation and Data Collection

Lead Presenter Information

All communications from conference staff will be with the lead presenter. It is this person’s responsibility to organize the workshop, to respond to us regarding the workshop, to keep any co-presenters informed about acceptance decisions, scheduling, registration deadlines, and AV needs.

Please note that all presenters must register for the conference.

Last Name:

First Name:

Position/Title:

Institution/Organization:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

Email:

FAX:

Organizational Website:

One-Sentence Bio:

Please list your last two presentations. Do include the name of the event, date, venue and the presentation topic.

Additional Presenters' Information

All presenters must register for the conference.

Presenter #2

Last Name:

First Name:

Position/Title:

Institution/Organization:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

Email:

Brief bio (no more than 30 words):

Audio/Video Requirements

CWC will provide flip charts, markers and a screen in every presentation room. Internet access will not be available in the presentation rooms. We strongly encourage all presenters to be responsible for bringing their laptops and projectors. We have a very limited number of projectors available.

Audio/Video Requests (please check all that apply)

Commonwealth Workforce Coalition/CEDAC
617-727-5944 <http://cwc.cedac.org>

1 Center Plaza, Suite 350

Boston, MA 02108

I would like to request a LCD projector (I will bring my own laptop)

I would like to request a laptop and LCD projector

I will bring my own laptop and projector (Thanks!)

I will **NOT** be using any equipment.

Please email the completed *Call for Presenter* form to Dilia L. Ramirez at dramirez@cedac.org.

Questions or comments? Contact Dilia L. Ramirez at 617-727-5594 or email her at dramirez@cedac.org