



# National Conference Workshop Proposal Guidelines

## CONFERENCE OBJECTIVE

One of the most important roles of the Conference Planning Committee is to facilitate enlightening workshops with informative, innovative content to allow attendees to enhance their current knowledge, practices, and skills.

The Committee's ultimate objective is to inspire conference attendees so they depart with a renewed commitment to providing educational opportunities to migrant students and their families. Therefore, interactive and engaging proposals for presentations, hands-on workshops, and technology demonstrations will be given priority over lecture-based presentations.

## TRACKS

The Conference Planning Committee has identified a series of tracks designed to promote interactive discussions for all attendees. All proposals will need to fall under one of the following tracks:

- Student Support
- Program Management
- Recruitment
- Curriculum/Instruction
- Technology/Learning Lab

## SELECTION CRITERIA

Presentations should be consistent with the workshop tracks outlined above and should exemplify best practices in any of the following topics:

Student Support	Program Management	Recruitment	Curriculum/ Instruction	Technology/ Learning Lab
Retention Advising Internships Scholarships Mentoring Coaching Motivation Engagement Post-secondary placement	Grant writing Logic model Budget Reporting Program structure Program evaluation Administration APR OME	Eligibility Recruitment Plan	Case studies Testing challenges Subject-matter experts Instructional material	Google Apps Learning Management System Free tools

The Committee will evaluate and approve proposals based on:

- Relevance to workshop tracks and topics
- Relevance to target audience
- Expertise of presenters
- Expressed need and/or interest in particular topic(s)

## SCHEDULE AND DURATION

- All workshops are **75 minutes** in length unless special requests are made for presenting a series of workshops (i.e. Part I and Part II)
- Presenter must be willing to facilitate at any time during the conference, as needed
- Regular workshops will be scheduled Tuesday through Thursday, November 12-14 2019, unless prior arrangement with conference committee chair.
- Pre-conference workshops will be scheduled for Monday, November 11<sup>th</sup> 2019
- No special requests to present on certain days and times will be guaranteed



## EQUIPMENT

Each workshop room will be equipped with the following:

- *podium*
- *screen*
- *LCD projector*
- *internet access*

### Note

Presenters are responsible for providing and securing their own laptops and any additional AV equipment, such as speakers.

## PRESENTER EXPENSES

Presenters will be responsible for their own expenses related to the HEP/CAMP National Conference, including travel, registration, meals, and photocopying of handouts.

## PRESENTER AGREEMENT

If my workshop proposal is selected, as the lead presenter, I commit to the following:

1. I will facilitate my presentation twice during the conference, if so requested.
2. I understand that it is my responsibility to prepare and provide handouts that accurately reflect the substance and content of the presentation. I will have **at least 35 copies** available for my workshop's attendees.
3. I understand that it is my responsibility to cover all expenses related to my participation in the conference, including the conference registration.
4. I will be prepared for the workshop at least 10-15 minutes before my scheduled presentation time.

## WORKSHOP PROPOSAL TIMELINE

- Workshop proposals are due **Friday, September 20, 2019**.
- The Workshop Committee will review all proposals and those selected to present at the National Conference will be notified by **Friday, October 4, 2019**.
- Presenters will have two options for providing handouts to the audience:
  1. Prepare **35 sets** of handouts for distribution during the session
  2. Electronically submit a PDF file of the handout(s) by **Friday, October 18, 2019** (1 month prior to the conference). Handouts will be posted on the National HEP/CAMP Association website so that the audience can access it during the session.

Electronic handouts can be submitted on [this link](#) (opens in new tab).