

# Taking Challenges

# Creating opportunities



## CALL FOR PRESENTATION

MSSA (Minnesota Social Service Association) will host the 1st Annual NW District Conference & Expo on June 17–18, 2009 at the Courtyard by Marriott in Moorhead, MN. Our theme, **“Taking Challenges, Creating Opportunities”** will set the tone for challenges and solutions in service delivery. We anticipate this conference drawing more than 300 human service professionals from the public and private sectors in the Northwest District of Minnesota and from the Dakotas.

This conference will provide educational opportunities for Social Workers, Supervisors, Board of Directors, County Commissioners, Direct Service Workers, Directors, Employment and Training Counselors, Financial Workers, Foster Parents, Nursing Home Administrators, Peace Officers, Public Health Nurses, School Counselors, Students, Volunteers, Administrative Support Staff, Case Aides, Child Support Workers and more.

## WHAT ARE WE LOOKING FOR?

We are looking for presentations that will enhance the knowledge, skills, and abilities of those working in the human service field:

- impart new information.
- share promising strategies and best practices.
- depict creative programs and services.
- demonstrate innovative ideas/ solutions.

## CRITERIA FOR PRESENTATIONS

- Consistent with the Annual Conference theme
- Submit presentation via e-mail or mail by March 31, 2009
- Free of commercialism/political views
- Standard presentations should be 90 minutes
- Institutes should be 3 hours long
- Plenary Sessions should be 4.5 or 6 hours long

# WHAT ARE THE CONFERENCE TRACKS?

- ◆ **Basic Needs—Poverty, Hunger, Housing**
- ◆ **Children, Youth & Families**
- ◆ **Health**
- ◆ **Elders**
- ◆ **Leadership in Health & Human Services**
- ◆ **Children & Adults with Disabilities**
- ◆ **Child Support**
- ◆ **Financial Workers**
- ◆ **Immigrants & New Entrants**
- ◆ **Mental Health--Child, Adolescent, Adult & Elder**
- ◆ **Survivors of Domestic Violence or Sexual Assault**
- ◆ **Workforce Development for Special Populations**
- ◆ **Chemical Dependency**
- ◆ **Corrections & Probation**
- ◆ **And more!**

## Request for Proposal

Presenters are required to:

- Complete the Request for Proposal and include all required attachments (**Note:** incomplete proposals may be disqualified)
- List of Additional Presenters with full contact information (name, title, organization), resume or brief bio for each presenter in the session
- Make no substantial changes in content, or in presenters, without prior written approval from the Conference Director
- In the event handouts are used, presenters are asked to bring quantities specified by MSSA.
- **VERY IMPORTANT!** Provide a substitute presenter of equal expertise in the event the original presenter cannot attend. Contact MSSA office immediately.

**PRESENTATION TITLE:** \_\_\_\_\_

\_\_\_\_\_

**SESSION DESCRIPTION:** *(75 words or less)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**OBJECTIVES:**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**PROPOSAL DEADLINE MARCH 31, 2009**

## PRESENTER(S) INFORMATION

Author/Organizer: \_\_\_\_\_ Degree: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PRESENTER CREDENTIALS/WORK HISTORY** — (An attached resume will suffice.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CO-PRESENTERS** — (include Name and Agency; all correspondence will be sent to Author/Organizer) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUDIO/VISUAL REQUEST** — (Please check only what is **needed**.)

- Overhead Projector & Screen
- Slide Projector & Screen
- VCR/TV
- Flip Chart and Easel
- Screen only
- PowerPoint Presentation—MSSA does **NOT** provide projector or laptop.

Please note: MSSA does **NOT** provide laptop or projector for presentations.

## PRESENTATION METHOD:

**Presentation Length:**

- 1.5 hours
- 3 hours
- 4.5 hours
- 6 hours

**Type of Presentation:**

- Panel
- Lecture
- Discussion Q&A
- Case Study
- Paper Presentation
- Other: \_\_\_\_\_

**Level of difficulty:**

- Introductory
- Intermediate
- Advanced

## Speaking History

Identify your experience in making presentations to groups:

- Significant Experience       Moderate Experience       Limited Experience

## Compensation

MSSA values the time and expertise of speakers. To keep our conference fees affordable, we ask that requests for compensation be kept to a minimum.

My organization will sponsor the session therefore MSSA will not incur any cost for me to speak. *Please note MSSA offers all presenters a complimentary registration to the conference in lieu of payment of fees and/or expenses (this does not include Exhibit Booth Registration)*

I request an honorarium in the range of \$\_\_\_\_\_ If an honorarium is required, is the fee for a single day (one or more session) or per session? \_\_\_\_\_ Social Security # \_\_\_\_\_

I will need reimbursement for the following incidental expenses with an estimated cost of \$ \_\_\_\_\_ for :

Air Travel       Ground Travel (i.e. rental care and/or mileage)       Overnight accommodations       Meal per diem

**If you are requesting an honorarium or reimbursement, an invoice must be submitted no later than May 1.**

## Availability

If you are not available to speak in Moorhead, MN on June 17th or 18th, please do not submit an application. If you are available, please put a tentative hold on those dates. The speaker selection process will be completed by April 1, 2009. Please select the date (s) you are available.

Wednesday, June 17, 2009       Thursday, June 18, 2009

## Conference Promotion

As a speaker at our conference we are dedicated to promoting your workshop to the largest audience possible. To that end, would you be willing to provide a link to the MSSA website on your agency's website and assist us in reaching as many professionals as possible?

Yes, I can provide a link to the MSSA website ([www.mnssa.org](http://www.mnssa.org))

No, I cannot provide the link at this time

## Questions/ Comments

Please contact Stephanie Kibler, Director of Program Development & Communications, with all questions and comments. Phone: 651/789-4331 or [stephanie@mnssa.org](mailto:stephanie@mnssa.org).

The submitting presenter is designated as the main contact for conference information and is required to notify all co-presenters in the proposed presentation of the outcome of the selection process. The Conference Director will determine the date and time of your presentation. For this reason, all prospective presenters must be available to speak on any day of the conference until the presentation date/time is confirmed.

- ◆ Presentations should make significant contributions to professional development in the human service field.
- ◆ Presentations should be educational and not promotional in nature.
- ◆ Presenters should refrain from marketing specific products or services.
- ◆ If selected, presenters are required to adhere to all submission deadlines that will be outlined in their acceptance email or letter. This is an interdisciplinary event attracting attendees from many professions at various stages of their careers. All of these individuals bring different experiences and perspectives to the learning environment. Therefore, priority will be given to presentations that encourage and support substantial interaction among participants.
- ◆ MSSA reserves the right to edit titles and descriptions for clarity, brevity, and marketability. Not all program submissions will be accepted.

I have read and understand the requirements, benefits, and expectations to become a presenter at the MSSA Conference and agree to follow the guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SPEAKER BENEFITS

- Visibility as a leader in the human service field
- Complimentary registration to the Conference Sessions and Exhibits
- Listing on our website and in our Programs, distributed to all attendees
- Networking opportunities
- Admission to all Special Events

# PROPOSAL SUBMISSION

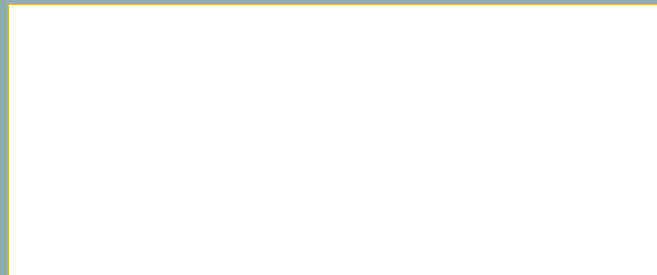
1. Complete Proposal Entry Form
2. List of Additional Presenters with full contact information (name, title, organization, address, phone, fax, email), resume or brief bio for each presenter in the session
3. Send submission to MSSA, Attention: Stephanie Kibler, Director of Program Development & Communications  
Phone: 651/789-4331 ■ Fax: 651/224-6540 ■ Email: [stephanie@mnssa.org](mailto:stephanie@mnssa.org)



Minnesota Social Service Association

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MSSA 1st Annual NW District Conference &  
Expo

# 2009

June 17—18

Courtyard by Marriott, Moorhead, MN