

Today's Vision, Tomorrow's Reality



CALL FOR PRESENTATION

MSSA (Minnesota Social Service Association) will host two District Conferences this fall. The 2nd Annual NW District Conference & Expo on September 15–16, 2010 at the Courtyard by Marriott in Moorhead, MN and, the Metro District Conference on October 21, 2010 at the Crowne Plaza Minneapolis North.

Our theme, “**Today’s Vision, Tomorrow’s Reality**” will set the tone for challenges and solutions in service delivery. We anticipate the Northwest District Conference to draw 300 human service professionals from the public and private sectors in the Northwest District of Minnesota and from the Dakotas, and the Metro District Conference to draw 200 human service professionals from the public and private sectors in the Metro area.

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
- 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



CONFERENCE TRACKS

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)* _____

OBJECTIVES:

1. _____

2. _____

3. _____

NW Conference PROPOSAL **DEADLINE** JUNE 20, 2010

Metro Conference PROPOSAL **DEADLINE** JULY 10, 2010



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
- TV/DVD
- 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

If you are requesting an honorarium or reimbursement, an invoice must be submitted no later than October 30.

Availability

If you are not available to speak on one of the dates below, 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 June 20, 2010. Please select the date (s) you are available.

Wednesday, September 15, 2010 Thursday, September 16, 2010 Thursday, October 21, 2010

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)

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.

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



Minnesota Social Service Association

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<http://www.mnssa.org>

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Expo

2010

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