### WORKSHOP PROPOSAL REQUEST

**26th Annual Parenting Awareness Michigan (PAM) Conference**

Monday, December 10, 2018, Kellogg Conference Center, East Lansing, MI.

Thank you for your interest in presenting a workshop at the 26th Annual PAM Conference in East Lansing. The Parenting Awareness Michigan Conference brings together professionals and volunteers who work with parents and families.

The one-day PAM conference provides relevant information on issues, programs, and resources related to parents and families and includes: a keynote presentation; workshops; exhibits showcasing parenting programs and resources, and opportunities to earn continuing education credits.

#### Proposal Review Criteria:

The planning committee seeks parenting-related topics presented from a strength-based perspective with a focus on relevant and practical information and resources.

Each proposal will be reviewed based on the following criteria:

* Well-defined, realistic learning outcomes that can be met in the time allotted and align with the content and session design.
* Best practices for a diverse audience.
* Up-to-date, innovative, and replicable strategies.
* Session design with strong potential for audience engagement and learning; and
* Clear, appealing, and leading-edge content appropriate for the conference and the proposed audience. (Note: Proposals for commercial products will not be considered.)

#### Presenter Requirements:

To ensure high-quality educational experiences for attendees, we request that presenters have: Experience as a trainer and/or presenter; the education, training and/or expertise in the identified subject matter; and the professional skills or knowledge related to the topic.

Our attendees invest a considerable amount of time and expense to come to this conference. For these reasons we work hard to ensure every component of this event realizes its full potential. Our attendees expect that: 1) You are prepared prior to arrival; 2) you present on the topic described in the workshop description; and 3) presenters will not solely read directly from a PowerPoint presentation or prepared script.

You accept the following requirements:

* The primary contact listed in the proposal will receive all communication about the workshop and is responsible for sharing pertinent information with the co-presenter, if applicable.
* The presenter will submit an outline of presentation and a list of references from previously given presentations with the workshop proposal.
* The presenter will provide any handout copy including, the session PowerPoint presentation and/or other applicable materials as warranted. At a minimum, the presenter is expected to provide a summary presentation handout to workshop participants.
* In the event of cancellations, you will notify the event coordinator in a timely manner or suggest a substitute presenter who is knowledgeable about the presentation you submitted. If there is to be a stand-in presenter, this person’s credentials will need to be reviewed. We reserve the right to remove any session if the new speaker(s) is not qualified nor is prepared to meet the learning objectives of the previously accepted breakout session.

#### Proposals are due ~~Wednesday, June 27, 2018~~ EXTENDED FRIDAY, JULY 6, 2018

#### PLEASE NOTE THE FOLLOWING:

If your workshop proposal is selected you will receive; a confirmation letter, a verification form,

and continuing education request forms in July, that must be returned by the requested date.

## 26th Annual Parenting Awareness Michigan Conference

Monday, December 10, 2018, Kellogg Conference Center, East Lansing, MI

#### Please e-mail proposal and required information by EXTENDED FRIDAY, JULY 6, 2018

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| --- | --- | --- | --- | --- | --- | --- |
| **Presenter Name** | |  | | | | |
| Work Title | |  | | | | |
| Degree/Credentials | |  | | | | |
| Organization/Agency | |  | | | | |
| Address | |  | | | | |
| City |  | | State | Michigan | Zip: |  |
| Phone | |  | | | | |
| Email | |  | | | | |
|  | | | | | | |
| **Co-Presenter Name**  (if applicable): | |  | | | | |
| Work Title | |  | | | | |
| Degree/Credentials | |  | | | | |
| Organization/Agency | |  | | | | |
| Address | |  | | | | |
| City |  | | State |  | Zip |  |
| Phone | |  | | | | |
| Email | |  | | | | |

**PLEASE NOTE THE FOLLOWING:**

**Two presenters per session** Both presenters must register for the Conference and are responsible for all other expenses, including travel, printing, and provision of workshop materials.

#### CONTINUE NEXT PAGE

**WORKSHOP INFORMATION**

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| **Workshop Title** |  |

**WORKSHOP DESCRIP****TION (50 words or less):** Workshop topics should be geared to professionals and volunteers who **work with** parents and families. The description should clearly reflect the content of the workshop. The description you provide will be adapted for use in the registration brochure, and conference program. **Length of workshops: 75 minutes.**

***50 words or less:***

Briefly describe your workshop format and presentation style (i.e., interactive, lecture, etc.)

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Indicate the age range and category in which your workshop topic is **primarily** focused.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Early childhood |  | Middle childhood |  | Adolescent |  | All age ranges |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Program-focused |  | Issue-based |  | Skill-building |  | Other, describe: |

**Please attach an outline of your presentation and a list of references from previous presentations you’ve given. Checking this box indicates an outline and references are attached.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audience Limit** | Maximum # |  | Minimum # |  |

#### AUDIO VISUAL REQUIREMENTS NEXT PAGE

**AUDIOVISUAL EQUIPMENT REQUIREMENTS: Please check appropriate box.**

**We can provide the following equipment.**

* **We will provide each room with a LCD projector and remote.**   
  *The LCD projector and remote should not be moved to another room without an organizers approval. After your presentation leave everything for the next presenter.*
* **Each room will be provided with a screen, LCD projector, AV cart, and extension cord.  A monitor will help facilitate your workshop in each workshop.**
* **Internet access is available throughout the Kellogg Center.**

Easel chart with paper and markers ($40. Please request only if needed.)

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**IMPORTANT:**Due to costs, **we cannot** provide:

* Laptops
* Adaptors
* TV/VCRs
* speakers.
* Bring your own adapters that you will need for your laptop.  Make sure you have adapters to VGA, DVI, and HDMI, as different rooms may require different connection.

Always have a backup copy of your presentation in Dropbox or another cloud storage sites, and/or in your email, just in case your USB drive gets lost or corrupted.  Organizers are not responsible for corrupt or lost flash drives.  
  
Avoid relying on online content.  If you need an Internet connection for your presentation, make sure you have the conference center password provided the day of the conference.  Try to bring offline copies of any material you need.

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|  |

**Please check box.**

***Terms and Conditions:***

*I understand that I will provide my own laptop, speakers, and/or adaptors needed for my presentation.*

**PLEASE E-MAIL COMPLETED PROPOSAL AND DOCUMENTS BY JULY 6, 2018, TO:**

Kristine Norton, Conference Coordinator, [kristinen@preventionnetwork.org](mailto:kristinen@preventionnetwork.org) (Questions? Call Kristine at 800-968-4968)

# Workshop Topic Ideas

**Visit our website** [**www.preventionnetwork.org/pam**](http://www.preventionnetwork.org/pam)

For more information, contact Kristine Norton, Conference Coordinator, at 517-708-4121, 800-968-4968, or [kristinen@preventionnetwork.org.](mailto:kristinen@preventionnetwork.org)