

Together We Can



2018

Together We Can Conference Speaker Guide – Call for Proposals

<https://www.surveymonkey.com/r/TWCRFP2018>

Purpose: The call for proposals guide outlines the process by which the Together We Can Steering Committee will review and select workshop presentations for the 2018 conference. This document will provide detailed information to anyone who is interested in submitting a workshop proposal for this event.

TWC Background: The Together We Can Conference is a multi-disciplinary event that is highly respected as the place to go for child abuse and neglect training. The TWC conference began in 2002 as a merger between two events that were very similar and often had the same speakers - the Families in the Balance Conference (DCFS-Children's Justice Act Task Force) and the Justice for Children Conference (LA Supreme Court – Court Improvement Program). Since then several other organizations have collaborated and are working together for this conference, including the Pelican Center for Children & Families, LouisianaChildren.org, Louisiana Children's Trust Fund, LA Foster & Adoptive Parents Association, and the NASW-LA Chapter.

The Together We Can conference offers in-depth learning opportunities which address policy and practice concerns. We seek keynote addresses focused on the latest trends and institute sessions allowing more intensive attention to the selected topics. An awards evening will be held on Tuesday, October 16th, to honor those who have demonstrated commitment above and beyond on behalf of children.

The Conference is scheduled for October 15 - 17, 2018, to be held once again in Lafayette, LA. This year we will be located at the Cajundome. Located in the heart of Cajun Country in the area of South Louisiana known as "Acadiana," Lafayette is a city of over 100,000 known for its authentic Cajun heritage, attractions, and food.

Conference Audience: The target audience for Together We Can presentations is often multi-disciplinary. The attendees include social workers, attorneys, Judges, educators, law enforcement, courts, foster & adoptive parents, CASA staff and volunteers, forensic interviewers, child advocacy center staff, counselors, faith-based program leaders, students, and more. It is very important to be aware that your audience may be a mix of the above and not any one particular group. We work very hard to make all attendees feel welcome and recognize that each person in a child's life is an important element in the full picture.

Sessions can be targeted for specific audiences or for a general audience:

- CASA
- Legal
- Foster Parents/Adoptive Parents
- Social Work/Child Welfare Workers
- Law Enforcement
- Child Advocacy Centers
- General Audience
- Legal Ethics or Professionalism
- Social Work Ethics
- Education – Pre-K to H.S. or University
- Clinical Social Work

Examples of content areas of for presentation (Not limited to these topics):

- Parent Engagement/Involvement
- Safety and Decision-Making
- Quality Parenting Initiatives
- Permanency and Placement
- Foster Youth – Services
- Response to the New Federal Trafficking Law – Relative to Juveniles
- Child In Need of Care (CINC)
- Indian Child Welfare Act
- Improving the Quality of Legal Decision-Making, including Children's Attorneys, Parents' Attorneys, BGC and DAs.
- ICPC
- Rural & Urban Outreach
- Foster Youth – Aging Out
- Cross Systems/Multi-Jurisdiction Youth
- Research, Data, Outcome Measurements
- Psychotropic Medications
- Substance Abuse (Youth, Parents, Exposure to Abusers of Substances)
- Grief and Separation
- CASA Volunteer Recruitment, Management
- Foster Parenting Topics
- Courtroom Testimony & Reporting
- Connecting with Specialized Populations

Presentation formats:

Workshops (90-minute presentation, no breaks)

Institutes (3-hour presentation, including a 15-minute break in the middle)

2018 Proposal Submission Requirements:

Those interested in submitting a proposal must provide the following information.

1. **Contact Person** - name, title, organization, mailing address, phone number and email address.
2. **Workshop Title** – Please keep it short, but also interesting.
3. **Workshop Presenter(s)** — name, title and affiliated organizations of up to two speakers (the steering committee reserves the right to waive this in special situations). If one person can cover the information and a second person is not needed, it is often best to work with one person. That way you are not trying to squeeze in too much information.
4. **Workshop Description** – short and long descriptions are requested
5. **Learning Objectives** – provide a minimum of two learning objectives for your presentation. Objectives should communicate what attendees will be able to do as a result of the presentation.
6. **Workshop Level** – Is this an Entry, Intermediate or Advanced Level? Or does it apply to anyone?
7. **Presenter Biography** – the presenter's bio should be no more than 200 words. This intro will be in the program and will be used for speaker introductions. A separate bio must be submitted for each speaker. Please list educational institutions and degrees earned.
8. **Presenter Experience & References** – submit the event name, date, workshop title and number of attendees of up to two recent workshops that you provided

to an audience within the last three years. If this is your first presentation, please indicate that on the form.

9. **Speaker Resume** – provide a concise speaker resume in MS Word format or PDF.

Applications will not be reviewed if they are incomplete.

Presenter Requirements and Expectations:

If your presentation is selected, the Together We Can Steering Committee will require the following from all presenters:

1. Workshop presenters should not use their presentation as a vehicle to sell or solicit a book, product, business or service to the attendees. If you choose to be an exhibitor/vendor – you can tell participants that you will have materials at an exhibit table later. You may give attendees in your session a flyer at the end of the session to take with them listing your products or services.
2. The workshop content and format must match the description in the online submission form and be designed to meet the learning objectives.
3. Workshop materials must be designed using best practices in adult learning theory with emphasis on engagement, relevance and utility.
4. **The lead presenter is the contact person for the presentation. All communications will be directed to the contact person. They will be considered the team leader if there is more than one presenter.**
5. **All in-state workshop presenters will be responsible for their own travel expenses.**
6. **Out-of-state presenters whose organization does not financially support their travel may request travel assistance. It must be approved by the conference coordinator and decisions will be made based on budget projections and approved expenses will be reimbursed. There are no daily per diems or travel allowances. All reimbursed travel must comply with Louisiana State Travel Regulations – no exceptions.**
7. **Speakers must submit their handouts and materials by September 1, 2018.** We are sometimes asked to provide this information to the accrediting parties during the continuing education review for credits. This is not a matter of convenience.
 - a. We no longer copy handouts on paper and have opted for electronic sharing of materials. Speakers may choose to bring printed versions to distribute in the session or additional materials.
 - b. Presentation PowerPoint files and accompanying handouts are limited to 10MB and final format submitted.
8. Any video files that are intended to be played during a session must be submitted to the conference coordinators so that they have the applicable players loaded onto the breakout room computers and can test set ups in advance of the conference.
9. All workshop presenters must check in at the onsite registration desk as least one hour prior to the scheduled workshop time. Speakers should arrive at their workshop room at least 30 minutes early. During some rotations there will be a

session in progress and you will only have 15 minutes to get settled before the presentation.

10. Workshop presenters must bring their presentation and any additional accompanying files needed to present on an USB flash drive. ONLY following formats may be used for files:

- a. Microsoft PowerPoint (Compatible range Office 2003 up to 2013)
- b. Microsoft Word (Compatible range Office 2003 up to 2013)
- c. Microsoft Excel (Compatible range Office 2003 up to 2013)
- d. Adobe Acrobat Reader – PDF files
- e. Windows Media Player or Real Player for Videos

The computers in the breakout sessions will have Microsoft Office 2013 on them. We do not support Mac computers. We do not support internet-based presentations as we cannot guarantee the internet connection at the site will be strong enough.

What the Together We Can Conference will Provide Presenters:

If your presentation is selected, you will receive the following:

- **TWC will waive registration fees for accepted presenters. For teams of presenters, only the first 2 people on the team will receive waived registration.**
- All presenters will receive a registration code when registration opens. The conference coordinators can register for you, but you must contact the office for this assistance.
- Registered workshop presenters will receive a name badge and ribbon indicating speaker status, registration materials and may also attend the evening awards night. Each day of the conference includes lunch.
- TWC will set up each workshop room with basic audio visual equipment, to include a laptop with Microsoft Office loaded, a projector, and a screen. Larger rooms will have hand-held microphones. *TWC does not provide flip charts, lapel microphones, TV/VCR setups, or overhead projectors.* No equipment will be ordered from the hotel at the time of the event to fill in for equipment that was not requested at the time of the proposal. Indicate your AV needs in the RFP.
- In an effort to “Go Green” this again this year, we do not print any workshop speaker handouts. Materials submitted on time will be compiled electronically and disseminated on a 45 day page on the TWC website.

PROPOSAL DEADLINE: February 1, 2018 at midnight (Central Standard Time)

WORKSHOP NOTIFICATION: The Together We Can Conference Steering Committee will review all of the proposals and will notify speakers by March 31, 2018. Notification will be made to all speakers whether they are selected or are not selected.

QUESTIONS? Send an email to Sharon Delvisco at sharon@teamdynamicsweb.com or Susan Delle Shaffette at susan@teamdynamicsweb.com or call the Team Dynamics office at 985-624-3514 during standard office hours.

Thank you! From the Together We Can Steering Committee

Link to speaker forms: <https://www.surveymonkey.com/r/TWCRFP2018>

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EFFECTIVE PRESENTATION TIPS AND STRATEGIES

1. Connect with your audience
Do: Ask for show of hands of disciplines represented, show your passion, be enthusiastic and honest
Don't: Assume everyone is in your field
2. Focus on needs of audience for the stated objective of your presentation
Do: State the insight you intend to develop, state the key message, summarize material in the handout
Don't: Say things that don't contribute to core message
3. Start strong and capture attention
Do: Tell stories, humans are programmed to respond to stories, make material relatable with storytelling, ask for solutions for scenarios & hypothetical situations
Don't: Read power point slides, assume everyone has same point of view
4. Be flexible
Do: Allow and answer questions that disrupt set outline
Don't: Say "I'm going to get to that in a minute."
5. Be engaging
Do: Smile and make eye contact with audience, use body language, use your voice effectively, vary tone and pitch, use visual aids, relax and breathe
Don't: Read power point slides participants have in hand

The best presentations are those in which the participants gain insights and take away materials or have a list of where they can find them.