

CAAP 2012 CONFERENCE

INDIVIDUALLY UNIQUE • COLLECTIVELY STRONG

Call for Presentations

April 18 - 20, 2012
Holiday Inn East Harrisburg

CAAP 2012 CONFERENCE

INDIVIDUALLY UNIQUE • COLLECTIVELY STRONG

Individually Unique Collectively Strong brings together more than 300 Community Action professionals from across Pennsylvania. The 2012 annual conference will bring the newest, most innovative approaches to agency and program operations.

The annual conference committee is accepting presentation submissions until **November 18, 2011**. Please complete all requested material for your presentation to be considered - incomplete submissions will be disqualified.

Call for Presentations Information

Comprehensive Program

Individually Unique Collectively Strong highlights cutting-edge issues in agency operations, program development, marketing and public relations, public policy, technology, community development and more. This conference will provide an exciting forum for exchange of practical knowledge and new strategies related to Community Action. It will also offer the opportunity to demonstrate your expertise and share successes with colleagues from across the state.

Audience

Executive directors, chief executive officers, trustees and top level professionals, including fiscal and human resource directors, department heads, program managers, development directors, Work Ready coordinators, marketing and public relations directors attend the annual conference.

Audio-Visual Equipment

We encourage speakers to use audio-visual aids to enhance their presentation. CAAP will provide a PC-based laptop, projector and screen for each workshop room. Speakers must bring presentations on a CD-Rom or flash drive. Internet access will NOT be available in presentation rooms.

Presentation Formats

Individually Unique Collectively Strong will offer concurrent educational workshops in *one and one half hour* formats.

Presenters are encouraged to use audio-visual materials and handouts.

At the discretion of the annual conference committee, presenters may be asked to combine elements of their presentation with other related proposals.

Guidelines for Submission of Proposals

To have a presentation considered for an education workshop at **Individually Unique Collectively Strong**, you must:

- Complete application and contract for each educational session submitted.
- Provide all requested information following submission guidelines. Incomplete proposals will be disqualified.
- Submit your proposal to CAAP by close of business on **November 18, 2011**. Late submissions will not be accepted. Submit to:

CAAP Conference Committee

222 Pine Street
Harrisburg, PA 17101
Phone: 717-233-1075
Fax: 717-232-1014
joe@thecaap.org

Handouts

Presentation handouts are desired. Speakers may supply CAAP with a master copy to duplicate no later than April 3, 2012.

Instructional Methods

Presentations can be presented using several formats; lecture, panel discussion, case study and hands-on work session.

Evaluation Criteria and Notification of Acceptance

The 2012 annual conference committee will review all proposals. Criteria for evaluation are as follows:

- Practical application to Community Action.
- Innovation and originality of the concept, topic or strategy.
- Clarity, depth and specificity of proposal.
- Timeliness of subject matter.
- Presenter (s) qualifications.

An individual or organization may submit more than one proposal, each proposal must contain all specific information to be eligible for consideration.

The person who submit proposals will be notified **by email** of the annual conference committee's decision by December 15, 2011. **CAAP cannot accept inquiries regarding the status of proposals prior to this date.**

Concurrent sessions will be scheduled for April 18, 19 or 20, 2012. If you have a scheduling conflict for any of these dates please indicate so on your application.

CAAP's faculty reimbursement policy does not allow CAAP to pay honoraria or expenses. CAAP will offer a registration discount to all selected presenters and co-presenters.

Proposal Questions

Please direct questions to Joe Ostrander at 717-233-1075 or joe@thecaap.org. CAAP cannot accept inquiries regarding the status of proposals prior to December 15, 2011.

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Speaker Application and Contract Deadline for submission, November 18, 2011

Presenter Information

Names will appear in the conference program exactly as provided below. Please make certain the spelling is correct.

CAAP Member Non-Member

Presenter's Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Co-Presenters: *(use reverse side to complete co-presenter contact information)* _____

Presentation Title: *(10 words maximum)* _____

Course Description *(Narrative description up to 50 words. This will be used in conference program. CAAP reserves the right to edit for content and/or length.)* Relate the topic to a significant trend or challenge. Explain the value of the information and identify new or unique applications. Relate the presentation to the professional or social growth of the audience.

Session Details

Instructional method: Lecture Panel Case Study Hands on Work Session
Audience: Board/Trustee Executive director/CEO Senior management Program directors Frontline staff

Identify Educational Track The following educational tracks will be offered during **Individually Unique Collectively Strong**. Select the track your presentation should be listed in. Sub-topics have been provided as a guide only.

- | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Leadership Development
Succession planning
Board diversity
Developing future leaders
Circles
Board assessment
Strategic planning
Ethical behavior
Effective governance
Fostering change
Accountability | <input type="checkbox"/> Resource Development
Fundraising
Grant writing
Community reinvestment act
Creating a development plan
Volunteer recruitment
Grant management
VISTA
Legislative opportunities/
challenges | <input type="checkbox"/> Agency Development
ROMA as a marketing tool
Emergency preparedness
Staff recruitment/retention
Crisis management
Financial red flags
Risk management
HR audits
Benefits trends
Benchmarking
Public relations | <input type="checkbox"/> Workforce Development
Safety in the workplace
Community service
Workplace culture
New rules and regs
Client understanding
Work Ready |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

I understand that I am responsible for paying all travel-related expenses, special event costs, meals and hotel. A special presenter discount registration rate will be offered to me if I choose to attend any portion of the conference not associated with my own session(s). I understand that CAAP reserves the right to video and/or audio tape my session(s) and use the material for future trainings, including web postings. I will inform CAAP within 30 days of the presentation if, for any reason, I am unable to present at my session. I understand that promoting a company, service or product during the presentation is prohibited.

Signature _____

Date _____

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Co-Presenter Information

Names will appear in the conference program exactly as provided below. Please make certain the spelling is correct.

Co-Presenter #1 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Co-Presenter #2 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Co-Presenter #3 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Co-Presenter #4 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Co-Presenter #5 Name: _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____