

CONFERENCE PROPOSAL WORKSHOP FORM

Primary Speaker Information

Name:

E-mail:

Organization:

Title:

Address:

Phone:

Fax:

Please check appropriate box:

Board Member

Board Staff

Contractor Staff

Community or Technical College Staff

TWC Staff

Other

Is there a charge (excluding travel, hotel, and per diem) for your services? If so, what is the charge?

Do you have a video(s) of your presentation(s)? If so, please provide us with the hyperlink.

Do you have a published book(s) that you want to sell at the conference? If so, please provide title.

Alternate Contact

Please provide the name, phone number, and e-mail address of an alternate contact in case we are unable to reach you or if you prefer that we work with another person on your behalf.

Name:

Phone:

E-mail:

Speaker Introduction

Attach a brief, biographical synopsis (limit to 5–10 lines) that includes your years of professional experience and qualifications. *Texas Workforce Conference/Texas IAWP reserves the right to make edits.* **NOTE: This information is not applicable to TWC Staff**

Note: Panels must consist of *no more than three participants* due to the limited time of the workshop.

Proposed Workshop Title and Description

Workshop Title: The title is an important component in attracting attendees to your sessions.

(Limit title to no more than seven words.) *Texas Workforce Conference/Texas IAWP reserves the right to make edits.*

Workshop Description: It is essential that you *accurately* describe the main focus of your session and the “what you will learn” details. Workshops compete with each other for audiences; attendees choose which sessions they attend based on the descriptions. We are looking for workshop descriptions that offer Local Workforce Development Boards and staff ways to think strategically, collaborate effectively with key partners in their communities, and provide best practices to increase their impact on the economy and jobs. Presentations that are sales pitches for products, books, or services will not be considered. *Texas Workforce Conference/Texas IAWP reserves the right to make edits.* (Limit description to no more than 75 words.)

Has this presentation been delivered before? If yes, at what event(s) and on what date(s)?

Your session may be identified as a session that may be eligible for our attendees to receive professional Continuing Education Units (CEU) through the Commission for Rehabilitation Counselor Certification (CRCC).

Please provide the following:

Learning Objectives (2-3 learning objectives will suffice) Example of a learning objective is: *Identify the key components of job readiness.*

Audio/Visual Equipment Request

Workshop rooms will be equipped with one podium microphone, one wireless lavalier, one handheld microphone, Windows laptop with sound, LCD projector, and screen. Laptop software includes MS PowerPoint, Adobe Flash, and Windows Media Player.

If you require any audio/visual equipment other than that provided above, please include that information with your proposal. Last minute requests may not be approved.

Please list any additional audio/visual equipment needed, for example Internet Access, Flipchart/Markers, etc.

Note: Failure to include this information may result in TWC being unable to accommodate your audio/visual needs.

Five to 10 sessions are held concurrently. Sessions are 1 hour and 15 minutes in length. Topics requiring more time will be considered as a Part 1 and Part 2. **Please check all times you are available to present your workshop and let us know if your presentation is a Part 1 and Part 2.** (The listed times are tentative and subject to change.) If selected, you will be assigned a date and time based on your availability and the needs of the conference. *Check all that apply.*

Are you willing to present more than once? Yes No

Is your workshop a Part 1 and Part 2? Yes No

Thursday, November 30, 2017	9:00 – 10:15 a.m.
Thursday, November 30, 2017	10:30 – 11:45 a.m.
Thursday, November 30, 2017	1:45 – 3:00 p.m.
Thursday, November 30, 2017	3:30 – 4:45 p.m.
Friday, December 1, 2017	8:30 – 9:45 a.m.

Special Accommodations

Do you or your co-presenters need special accommodations? If yes, please explain:

Secondary / Co-Presenter / Panelists Information
(Please fill out for any additional speakers/co-presenters)

Name:

E-mail:

Organization:

Title:

Address:

Phone:

Fax:

Please check appropriate box:

Board Member

Board Staff

Contractor Staff

Community or Technical College Staff

TWC Staff

Other

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ACKNOWLEDGEMENTS

Presenters agree to the following when submitting this proposal:

I understand and agree to the following terms:

- I am available to provide the workshop described herein at the 2017 Texas Workforce Conference/Texas IAWP at the Sheraton Dallas Hotel, Dallas, Texas.
- I am aware that a background search will be conducted within TWC to make sure I (and my company) am current on any and all matters that may be pending with TWC, including but not limited to, Unemployment Insurance claims and Wage claims.
- I will reserve the proposed workshop dates. I will be notified by TWC as a confirmed speaker on or before **August 31, 2017**.
- I am aware that not every proposed workshop will be selected.

Handouts/Presentation Delivery

Presenters must e-mail an electronic version of their presentation to the agendacommittee@twc.state.tx.us no later than **October 16, 2017**. All presenters are required to submit accessible ready PPT/PDFs and Word documents. See links below to assist you with the accessibility requirements.

- <http://governor.state.tx.us/disabilities/accessibledocs/>
- <http://www.ehealth.va.gov/508/tutorials/powerpoint/index.asp>
- <http://www.w3.org/WAI/training/accessible.php>
- The electronic file must be compatible with Microsoft Office 2007 or later.
- The electronic file will be available on a laptop prior to your scheduled session.
- All accessible ready PPT/PDFs will be posted on TWC's conference website following the conference, unless the presenter(s) request otherwise.

If presentations are *not* e-mailed to the Agenda Committee by **October 16, 2017**:

- presenters must bring an electronic copy of the presentation on a digital data storage memory stick; and
- the presentation will be loaded onto a laptop by TWC staff prior to your scheduled workshop.

Signature: _____ **Date:** _____

Thank you for taking the time to submit a proposal. Please feel free to pass this along to others who may be interested in applying, <http://www.twc.state.tx.us/events.html#wfconf>.