



# 2018 Annual Conference Request for Proposals

**SUBMISSION DEADLINE: WEDNESDAY, NOVEMBER 1, 2017**

## **CONFERENCE THEME:**

To build on the momentum of the hottest housing legislative session and successes in California's history, Housing California announces our 39<sup>th</sup> Annual Conference focused on the **MOVEment**. Scheduled for March 7-9, 2018, this event brings together more than 1400 leaders to learn from successes and move collectively toward new ways of thinking, doing business and achieving results.

**Call for Proposals:** Housing California invites you to present on lessons learned, successes achieved and transformative ways that you **moved** or plan to **move** housing affordability and homelessness solutions forward.

## **INFORMATION ON PROPOSALS**

Housing California is **NOW** accepting proposals for two types of learning forums: **Pre-Conference Institutes and Workshops**.

- **Pre-Conference Institutes** are intensive training/skill-building sessions on a single topic held prior to the commencement of the conference on **Wednesday, March 7, 2018** from **12:00 PM – 5:00 PM**. *Attendees pay an additional fee to attend.*
- **Workshops** are 90-minute training sessions that allow for an exploration of several issues on a specific topic. Workshops take place **Thursday, March 8, 2018** and **Friday, March 9, 2018**.

## **INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

- Review the Workshop Tracks and Suggested Topics attachment. We encourage proposals that are relevant to one of the workshop tracks and also address our conference theme: **MOVEment**
- Complete the online proposal form located [here](#). If you have trouble accessing the online form, please contact [Donna Bisbiglia](#), Events Manager.
- **Submit completed proposals online no later than 5:00 PM, Wednesday, November 1, 2017. Incomplete applications will not be accepted.**
- If selected, you agree to adhere to all deadlines and policies of the conference. You are responsible for your own printing of handouts and other workshop/institute materials. If requested, you agree to submit materials digitally to Housing California for reproduction/dissemination in compliance with ADA requirements.
- Conveners will be notified via e-mail by December 9, 2017 regarding proposal acceptance/denial.

## **TIPS FOR CREATING A SUCCESSFUL PROPOSAL**

- The RFP process is very competitive; make sure your proposal fits well in the track you are applying for.
- Your proposal should be well-written and well-thought out. Make sure you have articulated the topic of your proposal, the angle on the topic and how the workshop will be structured.
- Identifying panelists at the time of application is very helpful. "Someone from XXX organization" is better than leaving it blank but not as strong as having someone's name.
- Make sure your presentation is applicable to a broader audience. Workshops that focus on one development or one intervention strategy are not often selected.
- Workshops that look like infomercials for one organization are less attractive.
- Preference will be given to those workshops with a diverse panel, including a variety of organizations, experiences, and backgrounds. Geographic diversity of the panelists often helps to show that the topic or approach is relevant across the state.
- Sessions with innovative, interactive formats that actively engage participants are encouraged.

## **A NOTE ABOUT WORKSHOP/INSTITUTE PARTICIPATION**

Conveners, moderators, and panelists are encouraged to attend the full conference and are eligible to register at a reduced registration rate. A **limited** number of scholarships are available for participants who demonstrate financial need. Scholarship applications will be available online and rules do apply. Registration is required of all conveners, moderators, or panelists, whether as paid attendees or as presenters only.

**Questions?** Please contact Donna Bisbiglia at 916.287.9890 or [dbisbiglia@housingca.org](mailto:dbisbiglia@housingca.org).