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Acknowledgements

Institute Sponsors

The National Latin@ Institute is sponsored by the U.S. Department of Justice, Office on Violence Against Women and presented by the National Latin@ Network for Healthy Families and Communities (NLN), a project of Casa de Esperanza.

About the National Latin@ Network for Healthy Families and Communities and Casa de Esperanza

The National Latin@ Network for Healthy Families and Communities is a network of individuals and organizations committed to improving the health and wellbeing of Latin@ communities. The network is led by Casa de Esperanza, a national Latina organization whose mission is to mobilize Latinas and Latin@ communities to end domestic violence. The goal is to build bridges and connections among research, practice and policy to advance effective responses to eliminate violence, and to promote healthy relationships within Latin@ families and communities. It builds on Casa de Esperanza's experience working in local communities to support families, end domestic violence, and increase meaningful access to services for Latin@s and incorporates:

- A research center, The National Latin@ Research Center on Family and Social Change, that conducts culturally relevant research to inform the creation of new strategies for engaging Latinas and their communities in ending domestic violence.

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- A public policy initiative, based in Washington, DC, that takes Latin@ realities to legislative tables. Casa de Esperanza also translates policy decisions into information and tools that enhance the work of organizations throughout the country.
- Training and support. Casa de Esperanza is a Technical Assistance (TA) provider for the Office on Violence Against Women and the Department of Health and Human Services, the Family Violence Prevention & Services Program (FVPSA.) TA is provided to Latin@ and domestic violence organizations; mainstream agencies that work with Latinas and their families; and organizations that serve other culturally specific communities.

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Proposals Due by March 30th, 2018 at 5:00 pm PST

Call for Proposals

The National Latin@ Network for Healthy Families and Communities (NLN) in partnership with the Office on Violence against Women is excited to announce the 2018 National Latin@ Institute. This event will be held on July 18-20, 2018, in a location to be determined, pending OVW approval.

Purpose

The National Latin@ Network for Healthy Families and Communities calls all Latin@s and allies working to end violence against women and girls, and other forms of oppression, to submit proposals for workshops at the institute. Selected proposals would highlight innovative practices, culturally and linguistically specific approaches for working with Latin@ communities, lessons learned, successful collaborations, trauma-informed or survivors-centered advocacy and public policy, and evidence-based practices and/or practice-based evidence.

About the Institute

The National Latin@ Institute will bring together professionals from a variety of fields. This institute will provide participants with significant opportunities for networking, resource and expertise sharing and critical discussions on traditionally challenging topics.

Institute Objectives:

By the end of the institute participants will be better able to:

- Analyze the significance, tensions and strengths of diversity within the Latin@ communities.
- Provide an anti-oppression lens to address and end gender-based violence.
- Integrate concrete organizational development practices and tools in their advocacy work.
- Connect with other organizations and activists to advance their individual and collective practice.
- Share trauma-informed practices to enhance self-care, sustainability and well-being.

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General Considerations:

Presenters should:

- Have experience working at the intersections of Latin@s, domestic violence, sexual assault, stalking, and/or trauma.
- Have experience creating effective presentations, and presenting in front of an audience.
- Use an accessible and survivor-centered approach to all sessions and materials.

Workshop Guidelines

Workshops should be very interactive and participatory and may include panels, mini-lectures, and/or discussion formats. Workshops will be between 75 and 90 minutes in length. Accepted workshop proposals will be assigned a day and presentation time.

Workshops should:

- a. Provide relevant, current information;
- b. Provide participants with tools or strategies that they can implement in their own work;
- c. Demonstrate evidence of knowledge and skill in the subject area;
- d. Be accessible to the widest variety of participants and support a survivor-centered approach;
- e. Incorporate adult learning principles. (See attached access guidelines and learning considerations.)

The following list includes suggested workshop topics, as they relate to Latin@s:

- Advocating for survivors who stay in contact with current or former abusive partners
- Working with survivors with limited English proficiency (LEP)
- Advocating for LGBTQ Latin@ survivors
- Advocating for Latin@s with disabilities (mental health, physical, intellectual and other disabilities)
- Promotoras/Promotores approaches
- Working with Indigenous populations
- Border related issues
- Engaging/Working with men to end violence against women
- Working with Latin@ youth
- Elder abuse
- Sexual violence
- Human Trafficking
- Labor Trafficking
- Issues affecting TransLatin@ survivors
- Domestic workers' rights

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- Measuring the impact of our work
- Evaluation and research topics
- Advocating for policy changes
- Immigration & gender based violence: implications
- Using culture and art as a tool/form of healing
- Youth and the impact of violence
- Institutional Abuse
- Human Rights
- Restorative Justice

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Institute Fees

There is NO registration fee to attend the institute however, participants and presenters are responsible for their own travel and lodging expenses. This is an OVW sponsored event therefore OVW funds can be used to attend. Please, check with your OVW program specialist for confirmation and guidance.

Scholarships

The National Latin@ Network will provide ten partial scholarships for organizational advocates and community leaders who have a strong interest in building their advocacy capacity and commitment to ending domestic violence, sexual assault, and/or gender-based violence.

This is a need-based scholarship and will cover travel or room/board expenses (up to \$600). All other travel expenses are the responsibility of the organization or individual.

Scholarship information coming soon!

Presenter Responsibilities

- Support the objectives of the institute.
- Provide high quality, accessible materials.
- Meet all due dates for materials.
- Create a safe and accessible learning environment (See attached access guidelines and learning considerations).
- Bring a laptop computer for use during their session.

National Latin@ Network Responsibilities

- Ensure that each workshop room is equipped with an LCD projector for PowerPoint presentations, a microphone, and signage.
- Upon request of conference participants, will convert and provide materials in Braille, large print, and plain text. Additionally, will provide Spanish language interpreters, American Sign Language (ASL) Interpreters and captioning services, as requested.

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- Collect, analyze, and distribute evaluation information to all presenters within 90 days after the conference.

Proposal Submission Process

We invite you to submit an online proposal for the National Latin@ Institute. We recommend that you first read through the proposal form to find out what type of information you will need to provide for your online submission. See Appendix B (Proposal Information). When you are ready to submit your proposal, please go to: <https://www.surveymonkey.com/r/2018CFPLI>

OR

Please, let us know if you are unable to access the online proposal submission, and we will send you a format that works for you. Please contact Marissa Kurtz at mkurtz@casadeesperanza.org to request other proposal submission formats.

Proposals are due by Friday, March 30, 2018 at 5:00 pm PST

Proposals will be selected based on how well they support the institute theme and objectives and on their adherence to the guidelines detailed in the previous sections. Notifications will be sent the week of April 2, 2018.

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Notification Process

Notifications regarding selection of proposals will be emailed by the end of the week of April 2nd.

Presentations and Materials Review

All materials will be reviewed for educational content, suitability for the audience, and for accessibility. If needed, feedback will be provided to presenters individually. Materials submitted after the due date will not be included in the conference. All materials must be reviewed and approved prior to the conference.

Important Dates:

- **Proposals Due: Friday, March 30, 2018.**
- **Notification of Selection: The week of April 2, 2018.**
- **Final Presentation and Materials Submission: Monday, April 30, 2018.**

Questions about Proposals

If you have questions about the submission of proposals, please contact Micaela Ríos Anguiano at mrrios@casadeesperanza.org.

Appendix A: Accessibility Guidelines and Learning Considerations

All presentations and materials must be accessible to all participants. In order to ensure that all presentations and materials are accessible, please keep in mind the following guidelines and learning considerations.

Power Point Presentations

All PowerPoint presentations must be provided in an accessible format. Please, keep in mind the following considerations:

- Use simple slide backgrounds, for example, avoid backgrounds with images. Choose backgrounds that are in sharp contrast to your font color.
- Use at least 18-point font. For body text, use a sans serif font, for example, Arial or Tahoma. Use font colors that contrast sharply with your background.
- Be clear about the objectives of your presentation.
- As much as possible, use common 1-2 syllable words. Define unfamiliar, but necessary, words, terms and acronyms.
- Be consistent with words and terms used. Use the exact same wording each time.
- If possible, convey complicated concepts using pictures and stories.
- As much as possible, present information in bullet points with a maximum of 4-5 points per slide. Try to avoid slides heavy in text.
- Use headers to identify new sections and topics.
- Line-up or justify the left margin, but do not justify to the right or center.
- Any video or audio elements should be closed or open captioned.
- Pace your presentation, as a general rule, use 1-2 slides per minute of your presentation.
- Be prepared to fully describe any graphics or pictures used in your presentation.

Handouts

- All handouts and materials must be provided in an accessible format.
- Use at least a 14-point font. For body text, use a sans serif font, for example, Arial or Tahoma.
- Use headers to identify new sections and topics.
- Line-up or justify the left margin, but do not justify to the right or center.
- Handouts should be provided in a format that can easily be converted to a larger font size.
- Hard copies of handouts will not be provided, however, handouts will be available electronically.

People First Language

All presentations and materials must use people-first language. If speaking about a disability, put the person before the disability. Use **person with a disability** or **who has a disability** or **people with disabilities** or **who have disabilities**. Avoid using language such as disabled, handicapped, patients, or crippled. Other examples include:

USE	AVOID
Has a mental illness	Is mentally ill
Uses wheelchair	Wheel-chair bound/confined to a wheelchair
People who have a developmental disability	Mentally retarded or retarded
People who are blind	The blind
Deaf and people who are hard of hearing	Hearing impaired, deaf-mute, or deaf and dumb

During the Presentation

- Speak slowly and clearly. Give the audience time for review; allow time for interpreters to communicate.
- Provide an outline of your presentation in advance so that interpreters can be familiar with the material.
- Be sure to always use the microphone and remind audience members to use the microphone also.
- Avoid jargon and acronyms. If you use an acronym, or terms specific to your field of work, be sure to explain them.
- Be mindful of your position in the room; if there are ASL or simultaneous language interpreters in the room, keep the line of sight to your presentation and to the interpreters clear. Do not walk in front of ASL interpreters while they are signing. Ensure that ASL interpreters can be seen if the lights are dimmed.

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- Be mindful to face the audience as interpreters and participants using other accommodations may rely on your facial impressions.
- Be sure to slow your speaking rate if you are a rapid speaker.
- Be sure the audience is clear about any questions or comments. Repeat or paraphrase all questions and comments from the audience.
- Be mindful of varying abilities when asking for audience participation. For example, some people may not be able to raise their hands to participate in question and answer periods.

Learning Considerations

- Draw on previous experiences of participants.
- Listen to each person's questions and viewpoints.
- Encourage participants to think about or write down specific actions they will take in response to the training.
- Use training methods that invite participation and sharing of experiences.
- Use a variety of teaching methods (for example: group discussion, role-play, lecture, scenarios, panel, question and answer, and demonstration (media, video, computer, interactive)).

Note: Accessibility guidelines and learning considerations adapted from the Center on Victimization and Safety, Vera Institute on Justice, 2012.

Appendix B: Proposal Information

We invite you to submit a proposal for the National Latin@ Institute. We recommend that you first review the application content below to learn what type of information you will need to provide for your online submission. When you are ready to submit your proposal, please go to: <https://www.surveymonkey.com/r/2018CFPLI>

If you are unable to submit your proposal on-line, please contact Sarah Fleming at mkurtz@casadeesperanza.org or at 651-646-5553.

WORKSHOP PROPOSAL

1. **Contact Information.** Please be sure to provide contact information for the lead presenter and co- presenter(s) (email, organizational affiliation, phone, title, etc.)
2. **Are you a current OVW CLSSP grantee? If so, which grant year cycle?**
3. **Please provide your bio.** Bios should be no more than 250 words and should be written in the third person. Please indicate your relevant education and work experience, as well as your expertise as it relates to the subject of which you are presenting. The CLSSP Institute Organizers may edit bios for consistency. Bios will be included in the conference program. Bios should be provided for each trainer.

About the Workshop

- **Workshop Title**
- **Workshop Description** - Workshop descriptions should be no more than 250 words and should clearly describe the subject matter being presented. Casa de Esperanza may edit descriptions for consistency.
- **Learning Objectives** - Please provide at least 3 learning objectives for your session. Learning objectives should be stated as goals/outcomes for participants.
- **Key Audience** (ex. advocates, policymakers, law enforcement, etc.)

- **Indicate the training level**
 - Beginning: content is designed for those new to the intersection of multi-ethnic/racial culturally and linguistically specific approaches and violence against women. Intermediate: content is designed for those who have been working at the intersection of multi-ethnic/ racial/culturally and linguistically specific approaches and violence against women for up to three years.
 - Advanced: content is designed for those who have been working at the intersection of multi- ethnic/racial/culturally and linguistically specific approaches and violence against women for over three years.
 - Appropriate for all levels.

- **Teaching Methods** - Please describe your teaching methods, which may include a combination of lecture, discussion, case studies, question and answer, etc. Be sure to detail any interactive exercises and how you will ensure their access.
- **Have you presented this workshop in the past?**
- **The NLN will provide the LCD Projector, screen, and microphones for your session. Please describe any other needs you have for a successful session.**

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