

Call for Workshop Proposals

Workshop Format

Workshops are 1 hour and 15 minutes, including presenter introductions and question-and-answer time.

All sessions must be educational, sales presentations are not allowed.

Guidelines for Presenters

1. All moderators and panelists must be CCFC members.
2. Panels should consist of one moderator and no more than three total panelists, at least one of which must be from a community college district. Panels may have no more than one presenter per associate member (private sector) company.
3. All workshops are required to have a designated moderator. (Typically this is the person that submits the workshop proposal.) The moderator is responsible for overseeing workshop development, coordinating pre-conference meetings with panelists, acting as a facilitator onsite at the Conference during the workshop, and serving as the point of contact with CCFC staff.
4. All moderators and panelists are required to support the conference through paid self-registration.

Proposal Requirements

The Call for Workshop Proposals will be emailed in April to all CCFC members. Proposals should include:

- Title (maximum 80 characters, with spaces)
- Description (maximum 800 characters, with spaces)
- Four (4) Learning Objectives
- Moderator name and contact information
- Panelist names (if known)
- Continuing Education (CE) credit eligibility (AIA and MCLE)
- Education topic Strand selection(s)

Proposals at all levels will be considered, from fundamentals to advanced.

Selection Process

Proposal Review Groups consisting of CCFC member volunteers will make recommendations to the Planning Committee. The Planning Committee will make final decisions and all applicants will be notified by CCFC Staff of the outcomes by Summer 2019.

Questions?

If you have any questions, please do not hesitate to contact Samantha Campbell at the CCFC office, (916) 446-3042 or scampbell@m-w-h.com.