

27th Annual New Jersey Supportive Housing Conference

Friday, November 14, 2025 | 8:00 AM - 4:00 PM

The Palace at Somerset Park, 333 Davidson Ave., Somerset, NJ 08873

Workshop Request for Proposals

Proposals are due by end of day on **Friday, July 11, 2025**.
Late form submissions may not be considered due to available space.

The Supportive Housing Association of New Jersey's annual conference draws over 350 attendees who enjoy learning about our sponsors and appreciate their generous support. The conference addresses state, regional and national issues. It is an educational and networking opportunity for housing and service providers, community planners, housing developers, public officials, families/individuals, and those interested in promoting and advancing supportive housing for people with special needs

The conference focuses on how the supportive housing community is breaking new ground and forming new connections to increase funding, implement new programs, and share resources to create options that promote independence. Join SHA for ***Breaking New Ground, Success Begins with Home***!

Want to discuss your idea? Email **kate.kelly@shanj.org** to review. All ideas are welcome!

Key Workshop Considerations:

SHA welcomes proposals covering the full range of topics relevant to New Jersey's supportive housing community. We strongly encourage speaker representation from individuals with disabilities and/or lived experience with barriers. **By submitting a workshop proposal, applicants agree to the following terms:**

- The workshop will run 75 minutes, with speakers presenting the full time allowing **10 minutes for Q&A** at the end.
- Up to **three speakers** with (in the case of panel discussions) **one moderator** will be the maximum number of presenters allowed.
- A maximum of **two complimentary registrations** will be provided per accepted workshop.
- Proposals under consideration may be provided opportunities to review workshop details and present additional information requested by Workshop Committee to support consideration.
- All workshop speakers must **submit Photos and Bios within two weeks** of workshop acceptance.
- **All presentation materials must be submitted by Friday, October 31, 2025**.

Important Dates:

Presenters will be notified of final proposal status by **August 29, 2025**.

Please email your completed proposal or any questions to: **conference@shanj.org**.

For more information about SHA, sponsor opportunities, membership perks, and more, visit **www.shanj.org**.

Evaluation Criteria:

SHA is seeking proposals representing the full diversity of topics within New Jersey's supportive housing community. The Conference Committee reserves the right to come back to session contacts with recommended changes to panelist composition and/or scope of session key points. All submissions will be fully considered in the order received, and submissions that exemplify these criteria will receive a stronger chance for acceptance into the annual conference.

- Diverse Composition: Panels that are inclusive regarding race, gender, and include people with lived experience are greatly encouraged.
- Relevant: The topic is related to supportive housing, community development, and public policy.
- Timely: The topic is in the news and/or currently being discussed, debated, and implemented. The speakers are prominent, experienced, and up-to-date on the current topic.
- New/Innovative: The topic is a new or innovative approach to a problem, especially with implications for a post-pandemic era. The speakers have a reputation or track record in cutting-edge work.
- Expanded Perspectives: Different viewpoints on the same topic are illuminated. For example, a panel may have a local official, a planner, an attorney, and a community member. Another example could be four planners from different states talking about a single issue from different points of view.

Session Proposal Guidelines:

All session proposals must be fully completed and submitted by **July 11, 2025**, and include the following **filled out in pages 4-6 of this form**:

1. Session Title: Make it catchy! (15-word maximum)

2. Session Contact/Moderator: This individual is the primary contact for all communications between the Conference Committee and their session presenters and is responsible for sharing all logistical information with the presenters.

3. Session Description: A high-level description of the session for inclusion in the preliminary and final programs in paragraph form, no bullet points. (250-word maximum)

4. Learning Objectives: Provide three learning objectives that are clear, measurable, and achievable. Begin each with an action verb.

5. Session Topic: Select the topic(s) most related to your session submission. You may select up to three.

Community Engagement | Housing | Demographics | Legal, Technical, and Financial
Economic Development | Planning and Zoning | Equity and Inclusion | Public Policy | Environment
Residential Land Use | Health | Transportation and Mobility | Preservation & Rehab | Supportive Services

6. Session Time Preference: If your session is selected, your preference will be taken into consideration but not guaranteed. **Consult projected event agenda timeline on page 3 of this form.**

7. Confirmed Presenters: Provide the name, contact information, title, and affiliation of all proposed presenters. If the session is selected, all speakers will be expected to send their pictures and biographical information within two weeks of workshop acceptance.

Submission Agreement:

In order to submit your proposal, you will need to read and agree to the following five statements:

1. I understand that as the session contact, it is my responsibility to communicate information to other session panelists and ensure all deadlines are met.

2. I understand that presenters must present during the full session time and engage with their session attendees in Q&A in the final 10 minutes.

3. I understand that my session cannot be used as a platform to promote products or services.

4. I understand that presenters do not receive honoraria or paid expenses to speak at the conference, and that each workshop is allowed a total of two complimentary registrations.

☐ I acknowledge this submission agreement with this checkmark and include my name and the date below as confirmation of this submission agreement.

Name:_____ Date:_____

Proposal Timeline:

- Proposals are due by
  Friday, July 11, 2025
- Proposal status confirmed by
  Friday, August 29, 2025
- All Bios/Photos submitted by
  Friday, September 12, 2025
- All speakers registered by
  Friday, October 31, 2025
- All presentation files submitted by
  Friday, October 31, 2025
- All presenters attend Conference
  Friday, November 14, 2025

Conference Day Timeline:

- Registration | Breakfast | Plenary | Awards
  8:00 AM - 9:45 AM
- Session 1
  10:00 AM - 11:15 AM
- Session 2
  11:30 AM - 12:45 PM
- Lunch | Awards
  1:00 PM - 1:40 PM
- Keynote
  1:40 PM - 2:40 PM
- Session 3
  2:45 PM - 4:00 PM

Workshop Application:

Proposed Title: _____

Workshop Topic:_____

Session Leader: _____ Total # Presenters: _____

Main Contact/Moderator_____Preferred Time:_____

Organization: _____

Address: _____

Email: _____ Phone: _____

Speaker 1: _____ Email: _____

Speaker 2: _____ Email: _____

Speaker 3: _____ Email: _____

Please provide a clear and concise description of your proposed session in **250 words or less**. Be sure to highlight how your workshop aligns with the conference theme: **"Breaking New Ground: Success Begins with Home."** SHA reserves the right to refine the workshop title and description for clarity and alignment with the program. The primary applicant will have the opportunity to review and approve any modifications.

Workshop Application:

Indicate the topic experience / knowledge level of participants targeted for your session:

☐ No experience/knowledge ☐ Some experience/knowledge ☐ Great experience/knowledge

Indicate the target audience for your session:

☐ Executive Director ☐ Family/Individual ☐ Direct Service Staff

☐ Administrative Staff ☐ Government Representative ☐ Advocacy Organization

Other (Please Describe): _____

How will attendees benefit from your session? Please be as specific as possible about the *outcomes, tools, and knowledge* participants will gain.

Briefly outline the techniques and methods this workshop will use to engage participants.

For any additional participants, please provide their name, title/organization, and relevant experience.

Workshop rooms will include laptop computers loaded with your presentation and projected for attendees. Please specify any other room and technology setup requirements for your workshop. For example, please include if your presentation includes audio or video(s) or requires an internet connection.

Have you previously delivered this or a similar presentation? ☐ **YES** ☐ **NO**

If yes, please provide the following details about your previous presentation:

Event Name: _____

Sponsoring Organization: _____

Date: _____ **City/State:** _____

Confirming Your Workshop Submission:

To confirm your workshop submission, please follow these steps:

1. Save this editable form to your computer.
2. Fill out the form.
3. Email completed form to conference@shanj.org to have your proposal added to consideration.

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