

## Call for Proposals

The North Carolina Association of Volunteer Administration (NCAVA) is excited to announce the 2020 State Conference on Volunteerism is scheduled for **May 13 - 15, 2020, in Winston-Salem**. This conference is provided annually by NCAVA to help fulfill its mission to provide education and leadership towards effective volunteer management in North Carolina. The intended outcome each year is to assist participants in:

- Learning new ideas and best practices
- Gaining skills that enhance professional development
- Strengthening professional networks, that are sustainable beyond the conference

The conference planning committee is currently seeking proposals for presentations. We are looking for a diversity of proposals that will be informative and relevant to the field of volunteerism, including (but not limited to):

|                                      |                             |
|--------------------------------------|-----------------------------|
| Trends in Volunteerism               | Volunteer Leadership        |
| Technology/Social Media              | Program Planning            |
| Staff and Volunteer Relations        | Volunteer Training          |
| Best Practices with Volunteer Groups | Preparing for Certification |
| Volunteer Recruitment/Retention      | Personal Development        |

Workshops will be held in breakout rooms and last 90 minutes. There are between 15 and 30 participants per session. The conference committee will provide updated information to presenters, so they are adequately prepared for the audience size. Presenters are welcome to submit proposals for more than one workshop. You are welcome, and encouraged, to include some type of hands-on component so participants can practice what they are learning.

If selected, presenters are encouraged to register for the entire conference. Additional information about online registration, travel, lodging reservations, etc. will be provided in early 2020. If applicable, plan to bring 30 copies of your presentation to the conference. Leftover copies will be distributed to attendees, recycled, or given back to the presenter. Finally, presenters are asked to bring their presentations loaded on their own laptop computers (if needed) to keep costs down.

If you have any questions, please don't hesitate to contact **Vanessa Miller** at [vmiller@goodwillnwc.org](mailto:vmiller@goodwillnwc.org).

## Workshop Presenter Application

Thank you for your interest in presenting a workshop at the 2020 North Carolina Conference on Volunteerism, **May 13 – 15, 2020**, in **Winston-Salem, NC**. Please provide the information requested and return to **Vanessa Miller** at [vmiller@goodwillnwc.org](mailto:vmiller@goodwillnwc.org).

### Presenter Information

**Primary Presenter:** \_\_\_\_\_

**Presenter Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

☐ Check here if you DO NOT want your contact information available to conference attendees.

*If you will have an additional presenter, please provide contact information below.*

**Secondary Presenter:** \_\_\_\_\_

**Presenter Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*(Please note: All correspondence from NCAVA will be directed through the primary presenter. It is the responsibility of the primary presenter to communicate with other presenters.)*

**Equipment Needs:** \_\_\_\_\_

*(Presenters are asked to provide their own handouts, a laptop and/or a flash drive, if needed.)*

**Maximum Number of Participants (if applicable):** \_\_\_\_\_

**Minimum Number of Participants (if applicable):** \_\_\_\_\_

**Special Requests:** \_\_\_\_\_

**Presentation Level:** (check one) ☐ Introductory ☐ Advanced ☐ General Audience

**Workshop Title:** \_\_\_\_\_

**Check the NCAVA Training Category this workshop topic best falls under:**

Accountability (monitoring, evaluation, analysis, reporting)

Commitment to the Profession (ethical practice, professional responsibility, leadership)

Perspective and Responsiveness (cultural competence, trends-national & global, managing change, strategic relations)

Planning and Conceptual Design (organizational development, planning processes)

Resource Development and Management (program management, risk management, supervision, staff/volunteer relations, finances)

**Behavioral/Learning Objectives**

Objectives are measurable and achievable, using words such as *describe*, *explain*, *identify*, *design* and *apply*. Please list 3-5 measurable objectives for what a participant should be able to do after attending this workshop:

**Brief Abstract**

Please provide a summary (no more than 75 words) describing the content of the workshop. This will be used in the conference program for attendees to determine which workshops they want to attend. A separate attachment is appropriate.

**Speaker Bio(s)**

Please submit a short speaker bio (no more than 75 words), for each presenter. This will also be part of the conference program. A separate attachment is appropriate.