

2015 Conference: Call for Proposals



SEACAA

Southeastern Association of Community Action Agencies

PROPOSAL SUBMISSION

SEACAA 2015: “Riding the Waves of Opportunity, Excellence and Outcomes”

October 19-23, 2015
Embassy Suites Myrtle Beach
Myrtle Beach, SC

Submission Deadline: July 31, 2015
Notification by August 15, 2015

The annual conference is the hallmark event for the Southeastern Association of Community Action Agencies (SEACAA) and draws participants from community action agencies in the 8-state region of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. Attendees come together for an exciting mix of learning, policy development, best practices, and face-to-face networking. All submissions must relate to our mission and support the Association’s work to advance the conditions and quality of life of low-income families, children and the elderly.

The Southeastern Association of Community Action Agencies (SEACAA) 2015 reviewers encourage innovative session proposals that explore new paradigms and best practices for alleviating poverty, entrepreneurship/social enterprise, opportunities for collaboration and technology to address inequalities and support for community action networks in the southeast region.

Reviewers will look for evidence that your conference session advances **SEACAA’s mission:** *SEACAA exists as a professional organization that provides research and policy development resources, education and training to ensure progress toward the elimination of poverty and causes of poverty in the Southeast. We focus particularly on serving our membership, which represents the interests, issues and concerns impacting the quality of life in communities. We also link local, state, and national organizations in developing strategies, policies, and actions. We believe that investing in improving the quality of life of citizens and communities through carefully planned programs and policies is a crucial investment in the nation’s well-being.*

Presenters must be experienced professionals or practitioners. Proposals should describe a 60-minute minimum process and not exceed 90 minutes in length. All proposals should include a session title, description, learned outcomes and presenter name(s) and title(s) along with contact information, bio and photo for each.

Due to budgetary considerations, it is not possible to offer either an honorarium or a waiver of registration fees to program presenters.

Maximum of 3 presentations. You may submit more than one proposal, but we will give priority to providing as many presenters the chance to present as possible. You will be asked to **choose from the following conference tracks** when submitting your proposal:

- **Child/Family Development**
- **Community Engagement**
- **Communications & Marketing**
- **Corrections/Re-entry**
- **CSBG Best Practices**
- **Employment**
- **Fiscal Management**
- **Governance**
- **Housing**
- **Human Resources**
- **Leadership**

- **Healthcare**
- **Organizational Standards**
- **ROMA and Evaluation**
- **Self Sufficiency Models/Successes**
- **Senior Services**
- **Social Enterprise**
- **Staff Development**
- **Weatherization**
- **Workplace Safety and Liability Issues**
- **Technology**

Please **submit presentation proposals by July 31.**

Session proposals must be original submissions reflecting the work and ideas of the presenter that focus on relevant challenges, trends, and lessons learned, with ample time for discussion.

Due to space limitations, not all deserving proposals can be accommodated. Reviewers will prioritize proposals based on a balanced program and areas of importance to the membership in accordance with the listed review criteria.

You will be **notified via email regarding your proposal decision by August 15, 2015.**

General Information

REVIEW CRITERIA

Proposals will be reviewed and evaluated with the following criteria foremost:

- Connection/Applicability to the conference tracks listed
- Originality and Quality of the proposed session
- Relevance to nonprofit/community action audience
- Presence of Multiple Perspectives
- Diversity of Presenters (i.e., regional, institutional)
- Realistic Allocation of Time, including discussion
- Substantive Issues discussed during the session

REQUIRED INFORMATION FOR THE PROPOSAL

Identification and biography

- Session Title, Abstract and Full Description (see note below) **
- Name, Contact Details, Photo and Biography of Session Organizer
- Names, Contact Details, Photos, and Biographies of all proposed speakers
- Relationship to conference Track category
- Participant Outcomes
- Session format: lecture, panel discussion, demonstration
- Audio-visual needs

A. Program Abstract

The abstract is a brief description (60 words) of your session and will be included in the conference Program Book if your proposal is accepted. It needs to give the reader an accurate idea of what the session will cover. This organized and concise description should convey the purpose and intent of the presentation to assist conference attendees in selecting topics relevant to their interests.

B. Full Session Description

(Description of your proposed session – maximum 500 words) Include a content outline describing the major theme(s), challenges, lessons learned, successes and failures, applications for nonprofits and community action agencies, etc. that will be addressed in this session. In addition, please include the goals of the session, takeaways for participants, and the methodologies to be used. Include a minimum of 30 minutes for discussion in the panel discussion format session. If there is more than one presenter, explain what each presenter will discuss. Please be as complete as possible and remember that the content needs to have wide applicability, comparative perspectives and an analysis of "lessons learned" useful to community action agency leaders, nonprofit personnel and staff. You are also asked to state learning objectives for the session in 50 words or less.

C. Session Format:

We welcome submissions in many formats (lecture, demonstration, panel, etc.). Presentations from partnered projects where multiple representatives will be present are highly encouraged to exemplify best practices in collaboration.

D. Additional Comments

The session organizer will serve as the key contact on the session and is responsible for communicating all session information and details with others presenting.

IMPORTANT INFORMATION FOR SUBMISSIONS

- Word limitation required: no more than 75 words for the abstract and the bios.
- Biographies may include presenters' positions and major work accomplishments relevant to the session topic. They should be written in the third person and consist of full sentences.
- Proposals must be complete at time of submission.
- Proposals submitted without an abstract, full description, photo or complete bio information on all presenters listed may not be considered.
- Presenters may not present in more than 3 sessions.
- Reviewers reserve the right to recommend a different session format, combine sessions, and schedule sessions. Scheduled session times may not be changed.
- Proposals must be targeted to nonprofit and community action agencies.

Forum and Audience

In addition to plenary sessions, the conference committee is intent on providing concurrent workshops and symposia for the novice (new to the field), intermediate (some years of experience and skills) and experienced/advanced audience. A number of sessions are geared to all audiences as well. Several different forums are available to fit a variety of topics.

Preconference sessions provide the opportunity for in-depth professional development for participants and may target specific audiences. New, in-depth, and innovative submissions are encouraged for preconference sessions. Time slots include a 4-hour half day session and 8-hour full day session.

Concurrent Sessions include lectures on research, best practices and other topics, interactive workshops, symposia and other training formats. Proposals at all levels are sought to ensure opportunities for professional development for all participants.

Key Dates

July 31, 2015 – deadline for submitting proposals

August 15, 2015 – deadline for notification

Things to Remember ... (If your proposal is accepted)

- All presenters (except for preconference workshops) are expected to submit electronic versions of handouts or other materials used in their sessions for electronic distribution and/or publication on the conference web page.
- Due to budgetary considerations, it is not possible to offer either an honorarium or a waiver of registration fees to program presenters.
- Scheduling of programs is a complex process. If accepted, your program may be scheduled at any time during the conference. In August, you will receive notice of the date and time scheduled for your presentations. Please make travel plans accordingly.
- SEACAA does not provide audiovisual equipment other than the following. SEACAA will equip each Concurrent Session room with:
 - one (1) LCD projector with power supply, and presentation cart;
 - one (1) projection screen appropriate to the roomPresenters should be prepared to bring, or make arrangements for:
 - their own laptops, tablets or netbooks, and cables that connect to VGA
 - their own additional audio visual equipment, such as speakers, pointersSEACAA does NOT provide WIFI, internet or phone access in the presentation rooms
- Additional instructions will be sent to the session organizer who is responsible for communicating with other presenters.

FAQ's AND CONTACT INFORMATION

Where will the 2015 SEACAA Annual Training Conference take place?

The 2015 SEACAA Annual Training Conference will be in Myrtle Beach, SC at the Embassy Suites Myrtle Beach hotel located at 9800 Queensway Boulevard, Myrtle Beach, SC 29572. For reservations: call 1-800-876-0010

When will I hear about whether my proposal is accepted or not?

You will hear by August 15, if not sooner, regarding the status of your proposal.

Can I request a specific date or time for my session?

No, due to the complexities in conference scheduling, SEACAA is unfortunately unable to accommodate specific requests for session scheduling. Break-out sessions will be scheduled between 1:30 pm on Wednesday, October 21 and 5:00 pm on Thursday, October 22. Please make sure you and your presenters are available during this time frame. If selected, session organizers will be notified of the session date and time in August.

Do presenters receive a discount in conference registration fees?

No, there is no discount in conference registration fees for presenters. We recommend that presenters register early to take advantage of early-bird discounts.

If I am using PowerPoint, am I required to bring my own computer?

Yes, you will need to provide your own laptop, and Mac users should bring appropriate adapter cables.

If I have handouts, am I required to bring copies to the conference?

Yes, you should bring at least 40 copies of your handouts to the conference. Handouts are strongly recommended. We will also make copies of handouts and presentations available on the SEACAA website if submitted to endia.hall@nccaa.net.

Questions? Contact the SEACAA c/o NCCAA | Phone: 919-790-5757 | e-mail: endia.hall@nccaa.net
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