



Michigan's 4th Annual Premier Mentoring Conference

CALL FOR PRESENTERS

Michigan's 4th Annual Premier Mentoring Conference will bring approximately 250 mentoring administrators, staff members and volunteers together for networking and professional development opportunities. This annual event features a variety of workshops, a bookstore, and several opportunities for networking. This year's conference will be held on November 18, 2009 at the Michigan State University Union.

We are seeking engaging presenters to facilitate educational and professional development workshops and motivate conference attendees. We are pleased to invite you to submit a workshop proposal. Complete instructions for proposal submission are included below.

Some things to keep in mind:

- Please carefully select your target audience(s). Workshops are needed to address the needs of participants with varying levels of experience. Our goal is to provide a well-rounded selection of sessions that will meet varying needs.
- Our participants value interactive workshops that offer practical applications: the greatest benefit is a resource or strategy that can be utilized or implemented right away.
- Conference participants prefer workshops with an opportunity for dialogue, small group activities and exploratory learning.
- While consultants and vendors have much knowledge to share, we discourage the infomercial approach to workshops (no sales pitch, please). We also do not encourage program overview presentations.
- Please be cognizant of the time constraints of the workshop. Participants find it difficult to absorb several hours' worth of information condensed into a 75 minute workshop.

Please feel free to pass this Call for Presenters to others you believe might be interested in presenting at the conference. Proposals are due by 5:00pm on Friday, February 20, 2009. If your proposal is chosen for inclusion in the conference, you will be contacted for further details and audio/visual needs. We are very much looking forward to this opportunity to work in partnership with experts and practitioners in the field of mentoring to enhance the strength of mentoring programs statewide. Contact Lisa Bottomley at lbottoml@msu.edu or (517) 432-7622 with any questions.

We look forward to hearing from you by February 20, 2009!

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SUBMITTING A PROPOSAL

- 1) Complete the Proposal Cover Page including **ALL** contact information.
- 2) Attach the following to the Proposal Cover Page to make a complete proposal:
 - a. Outline of intended workshop format (please be sure to describe the take home component and opportunities for interaction)
 - b. Brief biography of workshop presenter(s)
- 3) Submit Proposal Cover Page and attachments via email to lbottoml@msu.edu by 5:00pm on Friday, February 20, 2009 (you will receive confirmation via email that your proposal has been received).

4) PLEASE NOTE:

- *We have a limited number of LCD projectors for presenters.* Please plan to bring your own laptop and LCD projector, we can provide electrical hook-up. Wireless access can be made available if you wish to include a demonstration from a Web-site as part of your presentation, but it must be noted in your audio/visual needs should your proposal be accepted.
- *Workshop presenters are recognized as conference volunteers.* While we are not able to reimburse you for travel we will provide free conference registration for all presenters and breakfast and lunch. We will also make copies of your handouts if provided with originals at least two weeks before the conference.
- *Presenters are encouraged to structure their presentations to be interactive opportunities for hands-on learning and networking.* Presenters are strongly encouraged not to take time for introductions of workshop attendees and to limit the lecture portion of their workshop to no more than 45 minutes to allow adequate time for participant feedback, discussion and questions.
- *Presenters are expected to send electronic copies of handouts, PowerPoint presentations and/or resources to Kathie Vasilion Robinson at vasilionk@michigan.gov at least one week prior to the conference.* Copies of all handouts, PowerPoint presentations and/or resources will be available for conference attendees online.
- *Each workshop is seventy-five minutes.* Three workshop blocks will be offered. If you have an especially interesting or creative idea that will be most effective in two blocks of time (150 minutes) please indicate "Seminar" on your Proposal Cover Page.
- *Workshops are selected by the Conference Planning Committee.* The team will consider the broad needs and interests of the audience, striving to choose a diverse range of topics for the conference. All applicants will be notified via email by Tuesday, March 31, 2009 of proposal elimination or acceptance.

PROPOSAL DEADLINE: Proposals must be received by 5:00 p.m. on February 20, 2009 to be considered.

QUESTIONS: Please contact Lisa Bottomley at lbottoml@msu.edu or (517) 432-7622.



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PROPOSAL COVER PAGE

Presenter Information

Primary Presenter Name:

Title:

Organization:

City:

State:

Zip:

Phone:

Fax:

Email:

Co-Presenter Name:

Co-Presenter Phone:

Co-Presenter Email:

Workshop Information

Brief description of workshop:

Target Audience: *Please identify the primary audience for your presentation. If your presentation is appropriate for multiple audiences, please indicate this by prioritizing audiences (1 for most appropriate, 2 for secondary audience, etc.)*

Program Directors

Experienced Mentoring Staff

New Mentoring Staff

Board Members

National Service Members (AmeriCorps/ VISTA)

Other

Workshop Time: *Please indicate your preference, though Mentor Michigan reserves the right to make final workshop placements.*

Morning

Afternoon-Session 1

Afternoon-Session 2

Please attach an outline for your presentation and presenter biographies.

Send completed proposals to Lisa Bottomley at lbottoml@msu.edu by 5:00pm February 20, 2009.