

CALL FOR PRESENTATIONS

Alabama Workforce Development Conference

October 28-30, 2009 * Montgomery, Alabama

Renaissance Montgomery Hotel at the Convention Center



This year's Workforce Development Conference will provide a forum for employers, workforce development practitioners, educators, and government representatives to engage in dialogue; share their successes, struggles and strengths; identify best practices; and create better synergy for future initiatives to address the issues facing today's workers, employers, policy-makers and career development practitioners.

GUIDELINES AND INFORMATION

- Proposals must be submitted on the Workforce Development Conference Call for Proposal Form which follows.
- Incomplete submissions will not be considered.
- Presenters' names and their organization will be listed in the conference agenda.
- Presenters under consideration may be asked to submit additional supporting materials in order for the committee to make a final decision.
- Sessions are 1 hour in length.
- Invitations for presentation will be issued by September 4, 2009.
- Conference committee provides LCD, laptop, small table, screen and podium with microphone. Additional media can be ordered at the presenters' expense directly through the hotel.
- Only return the completed Call for Proposal Form, not the information pages.
- Presenters are responsible for providing copies of presentations to attendees. (Conference Planning Committee will specify the number of copies needed upon notification or within 30-days prior to the Workforce Development Conference)

PRESENTATION TOPICS

Topics should address one of the following four tracks.

Business & Industry: Presentation topics should address areas of workforce development of particular interest to business and industry. Examples include: career center services, tax credits, WorkKeys, regional workforce development councils, training programs, hiring from special populations, etc.

Career Technical Education: Presentation topics should address workforce development activities that center on topics of interest to both business and industry and the education community. Examples include: career planning initiatives; business, industry certification of programs; high-wage, high demand and high skill training opportunities; student and program credentialing opportunities, and tech prep opportunities.

Workforce Development Practitioners: Presentation topics should address career development theory and practice; and “how to” sessions that provide descriptions of techniques and examples of best practices. Topics highlighting workplace literacy, career planning, and development tools/techniques, integrated service delivery, and other areas are encouraged.

Staff Development: Presentation topics should focus on team building skills, communication, motivation and/or other sessions that focus on the day-to-day job activities of workforce development system staff.

Proposal Deadline: June 30, 2009

Submit to: Sarah Horton
Governor’s Office of Workforce Development
PO Box 302130
Montgomery, AL 36130
Sarah.horton@dpe.edu

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This proposal is targeted to the following audience (check all that applies):

- BUSINESS/INDUSTRY CAREER TECHNICAL EDUCATION
 WORKFORCE DEVELOPMENT PRACTITIONERS STAFF DEVELOPMENT

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CONTACT & BIOGRAPHICAL INFORMATION

PRIMARY Presenter

Name _____ Position Title _____

Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Office Phone _____ Cell _____ Fax _____

Email _____

Years in workforce-related programs: _____

Special skills or relevant certifications: _____

Presentation experience: _____

Other relevant biographical information: _____

- **Any additional presenters should be listed on following pages in space provided.**

PRESENTATION INFORMATION

- *Format of presentation (Lecture, panel, demonstration, other):*
- *Title of presentation:*
- *What makes this presentation/information unique?*

- *How will your target audience benefit from the information presented?*
- *How current is this information? (Date of activity, data collection, etc.)*
- *Have you presented this information before? If Yes: When? What event?*

- *Content Summary (200 words or less)*

SECOND Presenter or Panelist

Name _____ Position Title _____

Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Office Phone _____ Cell _____ Fax _____

Email _____

Years in workforce-related programs: _____

Special skills or relevant certifications: _____

Presentation experience: _____

Other relevant biographical information: _____

Additional Panelists (recommended maximum panel size of 4)

Name _____ Position Title _____

Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Office Phone _____ Cell _____ Fax _____

Email _____

Years in workforce-related programs: _____

Special skills or relevant certifications: _____

Presentation experience: _____

Other relevant biographical information: _____

Name _____ Position Title _____

Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Office Phone _____ Cell _____ Fax _____

Email _____

Years in workforce-related programs: _____

Special skills or relevant certifications: _____

Presentation experience: _____

Other relevant biographical information: _____

ENCLOSURES

If you have a PowerPoint outline for the proposed topic, a video/CD/DVD of a previous presentation (items cannot be returned), or other documentation that will help us to evaluate your proposal, you are encouraged to include that information.