



Volunteer Management  
PROFESSIONALS OF CANADA  
PROFESSIONNELS EN  
gestion de bénévoles  
DU CANADA



Manitoba Association for Volunteer Administration

# CALL FOR WORKSHOP PRESENTERS

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We are excited to announce the call for presenters for the upcoming 2018 National Volunteer Management Conference at the Fort Garry Hotel in Winnipeg, MB. This conference will provide you the opportunity to share your experience and expertise with colleagues in the volunteer management profession from Manitoba and around the country. Our goal is for people to experience educational, informative, inspirational, and entertaining professional development.

The annual Volunteer Management Professionals of Canada conference will provide up to 200 participants eager to learn about – and be able to implement – the latest ideas, best practices, and relevant approaches in volunteer management and related fields.

## Description of Conference Tracks

### 1. Hot Topics in Volunteer Management

Workshops in this stream will address new and on-going topics that are circulating in the field of volunteer management. Some examples are: screening, individual social responsibility, coordinating volunteers during emergency measures, the Pan-Canadian youth hub, social media, volunteer management software, and the updated Code. This list is not exhaustive and other suggested topics will be given equal consideration.

### 2. Diversity and Inclusion in a Volunteer Context

Workshops in this stream will speak directly to the conference theme of Diversity, Inclusion and Human Rights. They will address topics that relate to the theme in the context of volunteering. Some examples are: creating culturally safe spaces, working with volunteers who don't speak English, using volunteerism to promote reconciliation, reaching a broader audience, creating more inclusive policies, recognizing opportunities for supported volunteers, and promoting gender diversity. This list is not exhaustive and other suggested topics will be given equal consideration.

## Presentation Rules and Logistics

### Content

The Conference seeks to educate its audience and not promote any specific products. Exhibit space is available for all promotional activity. Presentation selections will be made based upon desired topics, flow of content, educational value and understanding of the content. All selected content will be published in conference publications and online. *Conference committee is happy to provide support and guidance to first time presenters!*

### Format

Workshops will be 75 minutes long. Presenters may choose the format for their proposed workshop; options could include experiential learning, group discussion, etc... Note that there are already two plenary panel discussions scheduled, and there is no space for additional plenary sessions.

We do ask for all workshops to include a designated question period. We also encourage presenters to consider having an interactive presentation.

### Agenda Schedule

The conference organizers will set the day and time for each presentation, in order to optimize the sequencing and flow of content and tracks. Sessions will end by 4:30 pm each day. Conference committee will notify all selected speakers by April 30, 2018 with their scheduled time.

## Proposal Submission Timeline

Submission process opens:	November 1, 2017
Submission process closes:	January 5, 2018
Notification of acceptance:	January 30, 2018
Submission of bio/headshots:	February 15, 2018
Submission of Session Handouts for reproduction and inclusion in conference packages, digitally, send electronically:	April 30, 2018
Conference presentation dates:	May 30-June 1, 2018

## Speaker Benefits

All speakers may be eligible to receive an honorarium of \$100. Speakers will be featured in the Conference publication and on the web site. The conference does *not* cover travel expenses or conference fees for its speakers.

## Presentation Submission Form

<b>SUBMITTED BY</b>			
Salutation :		Name:	
Organization/Company Name:			
Phone:		Email:	
<b>Principal Presenter Information*</b> <i>(*NOTE: Each presenter must submit a biography (max 100 words) and a headshot (in .jpg format) by February 15<sup>th</sup>)</i>			
Salutation		Name:	
Organization/Company Name:			
Address:			
Phone:		Email:	
<b>Co-presenter Information</b>			
Salutation		Name:	
Organization/Company Name:			
Address:			
Phone:		Email:	
<b>Workshop Description</b>			
Presentation Title:			
Learning Objectives:			

Session Description/Abstract:			

Select from the following:			
Preferred Length:		Preferred Date/Time:	
Workshop Format:		Conference Track:	

<b>ADDITIONAL REQUESTS</b>			
Schedule Preference:			
Equipment Requirements (e.g. projector, flip charts, etc...):			
Workshop Handouts:	Describe:		
<p><i>NOTE: Content in digital format must be provided to conference committee by April 30, 2017. Professional printing NOT provided; reproduction services available.</i></p>			

<b>IMPORTANT INFORMATION</b>			
DEADLINE FOR SUBMISSIONS: <u>January 5, 2018</u>			
Notification of Proposal Status: <u>January 30, 2018</u>			
Communication regarding proposal receipt and acceptance will occur with the submitter, primarily through email.			
If you have any questions regarding the Call for Presentations, please contact:			
Vanessa Kornelsen			
Program Chair - VMPC Conference Planning Committee			
Phone: 204-943-8765 ext 109			
Email: <a href="mailto:vanessak@ircom.ca">vanessak@ircom.ca</a>			