

Instructions

PREVIEW ONLY

This document is being provided as a preview of the questions in the session proposal submission form. Please don't fill out this PDF since some of your answers could get cut off. Instead, submit your session proposal via the live form at surveymonkey.com/r/coeh2020sessionproposal.

Conference Date and Location

The conference will take place on October 7 and 8, 2020 at the Greater Tacoma Convention Center located at 1500 Commerce St, Tacoma, WA 98402.

Benefits of Becoming a Conference Presenter

Conference Presenters gain visibility and recognition in their field and play an important role in advancing peer-to-peer learning. Presenters will also receive complimentary registration on the day of their presentation and a discounted conference registration fee to attend the full conference. The Housing Alliance highly values having a diverse representation of perspectives at the conference. We have limited assistance available for presenters living on low incomes and/or those from small community organizations.

Deadline for Submitting a Proposal

Proposals are due by **Tuesday, March 17 at 5:00 pm**. We will follow up by May 15 to let you know if your session is accepted to the conference program. Please contact Teresa Clark at teresac@wliha.org if you have any questions or would like assistance.

Conference Audience

Conference attendees include homelessness service providers (i.e., frontline workers, clinicians, program managers, administrative staff, and organizational directors); homeless housing providers; property managers and affordable housing developers; clinical social workers and attorneys; individuals who are currently or have previously experienced homelessness; survivors of domestic violence; low-income tenants; local and state government employees; local and state elected officials; members of faith communities; advocates; members of our Resident Action Project; non-profit board members; and more. We anticipate over 750 people from all regions of Washington and neighboring states will attend our 2020 conference.

Session Formats and A/V Support

- Formats other than traditional presentations are encouraged, including panel discussions, single speakers, moderated debates, etc.;
- 1-2 speakers works best for most sessions which may last only 60 minutes;
- In some cases we will accept sessions with up to 4 speakers (including a moderator if the session is formatted as a panel discussion);
- AV equipment (including a laptop computer, wireless mouse, LCD projector, projector screen, and microphones) and a technician will be available throughout the conference;
- Each session will be attended by a conference staff member who will be available to assist speakers;
- How rooms are set will be determined by conference management and will take into consideration the needs of other sessions – please let us know in your proposal if your session is dependent on chairs or tables being set up a particular way;
- Sessions will be scheduled for 60 or 75 minute blocks between the hours of 9 AM – 5:00 PM on October 7 and 9:00 AM – 3:00 PM on October 8.
- Typically, 75 - 150 people attend each conference session.

Selection Criteria

The conference program committee will work to develop a well-balanced and diverse program that meets the learning needs of our statewide audience. Presentations emphasizing new and creative ideas, evidence based practices, equity and racial justice, and participation of conference attendees will stand out to conference organizers.

Reviewers will evaluate proposals and prioritize those that:

- Include all required proposal information as outlined in the submission form;
- Are appropriate for a statewide audience or are targeted to a specific subset with tailored information;
- Include presenters who have expertise and experience related to the proposed workshop topic;
- Offer opportunities for participants to develop new skills and/or replicate a successful program model;
- Present service delivery and housing models that are recognized as evidence-based best practices;
- Add diversity, additional points of view, or address emerging issues and promising practices;
- Address equity and racial justice;
- Impact communities that are not represented in other sessions;
- Avoid the promotion or selling of products, organizations, or companies;
- Take into consideration all of the above information and submit the proposal form by the deadline on March 17, 2020 at 5:00 PM.

Basics

* 1. Session title:

* 2. Please provide a brief (50-word or less) description of your session. Note this will be printed in the conference program.

* 3. Learning objectives: what 3 things will participants learn in this session?

4. Do you need any travel assistance to be able to present?

5. Do you need any accommodations to make the conference accessible to you?

6. Which day(s) are you available to present?

October 7

October 8

Both

Speaker Information

Speaker Information

Due to limited time, most sessions work best with 1-2 speakers. In some cases (such as a session formatted as a panel discussion) we may accept proposals with up to four speakers maximum, including a moderator.

The Housing Alliance highly values having a diversity of perspectives represented in our conference program. Please provide any information your speakers would like to share about how they identify regarding race, ethnicity, gender identity, sexual orientation, age, ability, personal experience with housing instability, or other identities they wish to share. Housing Alliance staff and members of our conference program committee will have access to this information and will hold it confidential.

Please provide as complete of information as possible. If your session is accepted to the conference program, we will pull speaker titles, affiliations, credentials, etc for the printed program from your submission here. Please also provide a brief biography for each speaker. The biography will be published in the online conference program and is needed in order for the conference to be certified for continuing education credits.

*** 7. Speaker 1**

Name

E-mail

Organizational Affiliation

Job Title

Phone Number

Credentials

8. Will Speaker 1 be serving in a moderator role?

Yes

No

9. Please provide any information this speaker would like to share about how they identify regarding race, ethnicity, gender identity, sexual orientation, age, ability, personal experience with housing instability, or other identities they wish to share.

10. Short Biography

11. Speaker 2

Name

E-mail

Organizational Affiliation

Job Title

Phone Number

Credentials

12. Please provide any information this speaker would like to share about how they identify regarding race, ethnicity, gender identity, sexual orientation, age, ability, personal experience with housing instability, or other identities they wish to share.

13. Short Biography

14. Speaker 3

Name

E-mail

Organizational Affiliation

Job Title

Phone Number

Credentials

15. Please provide any information this speaker would like to share about how they identify regarding race, ethnicity, gender identity, sexual orientation, age, ability, personal experience with housing instability, or other identities they wish to share.

16. Short Biography

17. Speaker 4

Name

E-mail

Organizational Affiliation

Job Title

Phone Number

Credentials

18. Please provide any information this speaker would like to share about how they identify regarding race, ethnicity, gender identity, sexual orientation, age, ability, personal experience with housing instability, or other identities they wish to share.

19. Short Biography

20. We will publish a conference attendee roster listing the name and contact information of speakers and attendees. Would your session's speakers like to be included on this roster?

- Yes, it's okay to list our speaker contact information in the conference roster.
- No, please do not list our speaker contact information in the conference roster.
- Other (please specify)

Session Information

* 21. Please describe why the session presenters are qualified to present the session content, including previous facilitation experience.

* 22. Will your session address issues unique to a specific population, such as survivors of domestic violence, youth and young adults, etc.? If so, please describe.

* 23. Will this session address racial or other equity issues such as sexism, classism, LGBTQI+ rights, etc.?

* 24. Why should this topic be prioritized in the conference program?

* 25. All sessions will be tagged in the conference program to help attendees identify which workshops they are interested in attending. Which tags are appropriate for your session proposal?

- Advocacy & Policy
- Community Organizing
- Equity & Racial Justice
- Direct Service
- Health & Housing
- Housing Strategies
- Organizational Development
- Veterans
- Youth & Young Adults
- Suggest another program tag (please specify)

26. If we receive a similar proposal, would you be open to combining sessions with another presenter team? (It's okay to answer no and won't negatively impact your acceptance decision.)

- Yes - with more information, we may be open to combining sessions
- Maybe - but there could be challenges to combining with another session
- No - this session wouldn't work in combination with another session

27. Is there anything else that you would like the conference program committee to know about your proposal?

* 28. Who should we follow up with once we've made a decision about this proposal?

Name

Email Address

Phone Number