



2020 Program Development Committee

Program Development Committee description:

The Program Development Committee advises the Housing Alliance on the development of the annual Conference on Ending Homelessness (COEH) program, including conference breakout sessions and speakers. No prior conference program development experience is necessary in order to participate on the committee. The Housing Alliance is committed to including a broad range of homelessness partners to ensure people from different geographic regions, experiences, and backgrounds have the opportunity to shape the COEH program. The committee helps ensure the conference offers high-quality, well-balanced programming that meets the training needs of diverse homelessness stakeholders across Washington.

Committee member responsibilities:

- Ensure the conference features trainings and speakers that meet the learning needs of statewide homelessness stakeholders, including programming that addresses: direct service, advocacy and policy, equity and anti-racism, organizational development, and housing strategy;
- Identify conference session topic priorities;
- Review, evaluate, and recommend session proposals;
- Identify program gaps, and recommend session topics and speakers to fill them;
- Promote the call for session proposals and conference registration within their networks and community.

Time commitment to serve on the committee:

- 45-min committee orientation on **Fri. Feb 14** (time TBD). Housing Alliance staff can schedule a one-on-one orientation with you if you can't make the scheduled time.
- Time to independently review and evaluate session proposals in **mid-May***.
- 1.5-hour meetings on **Wed. Mar 25** and **Wed. Apr 1** (times TBD) to discuss proposal evaluations. You are welcome to submit your conference session proposal feedback electronically if you can't make a scheduled meeting.
- 2-hour meeting on **Wed. May 27** (time TBD) to identify program gaps and suggest additional topics and presenters.

*We work to ensure that at least three people review each session proposal. Committee members can choose the number of proposals they review depending on how much time they have available. Some members review all proposals (we usually receive 75-100 proposals), and some just review the sessions related to a specific topic (e.g., all veteran related proposals). We do ask that committee members evaluate all proposals within the topic areas they choose.

Benefits:

Committee members receive discounted registration to attend the full conference and are recognized in the printed conference program and during the welcome plenary.

To get involved:

Please fill out our short interest form at bit.ly/coeh2020committee by **Mon. Feb 3**, or contact Teresa Clark at teresac@wliha.org or 206-442-9455 x207 for more information.

2020 Conference on Ending Homelessness program development timeline

Planning Milestone	Date	Description
Call for session proposals opens	Feb 10	Info at www.wliha.org/conference
Program committee orientation	Feb 14 Time TBD	Committee members meet for an orientation of the session review and selection process (either by phone or in-person at the Housing Alliance office in downtown Seattle).
Session proposals due	Mar 17	Deadline to submit session proposals
Evaluate session proposals	Mar 17-25	Program committee members independently read and evaluate session proposals
Committee meeting #1	Mar 25 Time TBD	Committee convenes to review the following proposal topics: direct service delivery, physical and behavioral health, Housing First, housing strategies, and organizational development
Committee meeting #2	Apr 1 Time TBD	Committee convenes to review the following proposal topics: access to housing for communities of color, families, youth and young adults, LGBTQ community, people with disabilities, immigrants and refugees, single adults, domestic violence survivors, veterans, and people with arrest or conviction records; racial equity and anti-racism; and policy, advocacy, and communications
Committee meeting #3	May 25 Time TBD	Committee convenes to identify program gaps and suggest additional topics and presenters.
All session proposal submitters have been notified if session has been accepted or declined	May 15	Housing Alliance staff will send notifications to proposal submitters
Program finalized; early bird registration opens	June 15	All sessions and speakers selected and confirmed. Registration will open at www.wliha.org/conference .
Conference	October 7-8	Conference will take place at the Tacoma Convention Center in conjunction with Housing WA (October 6-7)

Interest Form

If you are interested in joining this year's conference Program Development Committee, please fill out this interest form and return it to Teresa Clark at teresac@wliha.org. You can also complete this form online at bit.ly/coeh2020committee.

Name:

Your affiliations (employer, community, etc.) and area of the state you are based in:

Email:

Can you make the time commitment to serve on this committee?

- Yes, and the Feb 14, Mar 25, Apr 1, and May 27 meeting dates would work for me
- Yes, but one or more of the meeting dates may not work for me
- Not sure I can make the time commitment

What areas of experience would you bring to the committee?

We are working to ensure the perspectives of people with marginalized identities are represented in the conference program development committee. Please include any information you are comfortable sharing about your identities including race, ethnicity, gender identity, disability status, sexual orientation, veteran status, personal experience with homelessness, or other identities you would like to share.

Have you attended the conference before, and have you served on the program development committee before? (Neither is required for serving on this year's committee.)