

## Call for Proposals

Alberta College of Social Workers 2018 Annual Conference

March 22<sup>nd</sup> – 24<sup>th</sup>, 2018

Double Tree by Hilton Hotel - Edmonton

*“Social Justice & Resilience: Moving Forward Together”*

The social work profession is rooted in the pursuit of social justice. We seek opportunities to uphold human rights and to respect diversity. We work to advocate for change and build on strengths. In this time of reconciliation in Canadian history, we strive to become agents of decolonization. Remaining resilient and hopeful in our profession is of utmost importance for our well-being and the well-being of those we serve.

Workshop proposals are invited to explore one or more of the following: What strength-based practices do we employ towards advocating for social justice? How can we move forward towards reconciliation as individuals and as a profession? How do we thrive in our profession? What do we do to build our capacity to increase well-being for ourselves and others?

### Conference Goals

- Provide a forum to share practice experiences
- Showcase recent developments and innovations in social work
- Highlight best practices that promote caring, self-fulfillment, autonomy, participation and independence for diverse populations

- Promote and enhance ethical practice
- Rejuvenate and refresh social workers through self-care workshops
- Connect with colleagues
- Celebrate the practice of social work

### Benefits of Presenting

- Recognition as a leader in your field, at your workplace and among your peers
- Professional development opportunity to enhance your career potential and increase your professional portfolio
- Achieve a higher networking profile; share your knowledge and experience

Summaries of all workshops including presenter names and organizations are published in the conference brochure and on our website, which is sent to over 7500 registered social workers in Alberta. In addition, information regarding our conference is sent to professional organizations of social work across Canada and the United States, post-secondary institutions with social work education programs in Canada and the United States, agencies working with a wide variety of clients that social workers serve, and policy makers.

## Who attends?

Our conference is one of the largest single gatherings of social workers in North America. Approximately 800 social workers attend our conference annually.

Participants include social work students and practitioners from a wide variety of fields of practice.

## PREPARING WORKSHOP PROPOSALS

### Considerations for Developing your Workshop Proposal

The ACSW conference highlights innovation and fresh ideas focused on ethics and professional practice. Conference evaluations indicate a strong preference for workshops with ideas that may be adapted or applied in current work settings and with specific client groups. Given the wide spectrum of practitioner experience, please carefully reflect the experience level your workshop is geared towards including beginner, intermediate, and advanced.

Concurrent workshops are: 1.5 hours and 3 hours in length. Workshops must focus on educational objectives and be participatory and interactive (use popular education principles). Motivational and personal development workshops should have clear learning objectives and focus on practical approaches that can be integrated into practice. All selected workshops are worth 1.5 or more Category 'A' Credits.

### Review and Evaluation of Proposals

Workshop proposals will be reviewed by the 2018 Conference Planning Committee and ACSW staff. Proposals will be evaluated using the attached weighting scale. Points are awarded for proposals that are fully completed, do not exceed the word limits, and present information as clearly as possible. Information should be written in plain language, and must

accurately describe the material you intend to present. We reserve the right to limit the number and size of workshops based on room capacity.

### Instructions for Preparing Proposals

All proposals received by the deadline of **Friday September 29<sup>th</sup>, 2017** will be reviewed.

Proposals must be prepared using the instructions below. Only those received as electronic submissions will be accepted for review.

- 1. Contact Information:** Primary presenter's name, credentials, job title, employer, and all contact information (mailing address, day and evening phone numbers, e-mail address). **Please note: All conference communication will be through the primary presenter. The primary presenter is responsible for communicating all conference information to their co-presenters.**
- 2. Biography:** The primary presenter must submit a brief biography which is relevant to their workshop. This biography will be posted on the ACSW website as submitted and will be used for the introduction of the presenter at the beginning of their workshop.
- 3. Title of Workshop:** The title should be brief (**8 words or less**) and specific; it should reflect the essence of the presentation. **Please do not use abbreviations in the titles.**
- 4. Honorariums:** Honorariums are offered at the following rates: a one and a half hour workshop at \$150, a three hour workshop at \$300. If indicated on the form, the primary presenter will be mailed a cheque after the conference.

5. **Length of Workshops:** 1.5 hours or 3 hours
6. **Workshop Capacity:** 45, 75 or 100
7. **Additional Presenters:** If there are additional presenters, please provide names, credentials, brief biographies relevant to their workshop, job titles and organizations represented.
8. **Declarations:** Please complete this section by answering yes or no to the six declaration questions listed.
9. **Date & Signature:** Please ensure that you have signed and dated the form.
10. **Conference Summary:** Include a brief (maximum 25 words) description of the workshop for the conference brochure and our website. Submissions may be edited.
11. **Long Description of Workshop:** Please submit a description of 350 words or less. This description will be posted on the ACSW website and may be edited.
12. **Learning Objectives:** Identify the learning objectives of your workshop. Please be specific with regard to knowledge and skills social workers will gain from attending your workshop.
13. **Target Audience:** Identify who your workshop would benefit. Parameters to consider are field of practice, level of education and length of experience of participants.
14. **References:** Please provide contact information (name, organization, phone

number) of two references that can confirm the effectiveness of your presentation skills. References would include individuals or organizers at recent conferences at which you have presented.

15. **Contingency Plan:** In the event that you cannot be at the conference, due to illness, poor driving conditions etc., outline your contingency plan.
16. **Presentation Requirements:** Identify the audio visual equipment you will need for your workshop. (I.e. screens, projector, microphones and flipcharts, etc.) **Please note: Laptop computers for PowerPoint presentations, will NOT be provided. This is the responsibility of the presenter.**
17. **Room set-up Requirements:** Rounds, theatre style or no set up. All breakout rooms will be a theatre style set up unless otherwise requested.
18. **Additional Information:**
  - **Handouts:** ACSW is not responsible for photocopying handouts. Handouts and other information relevant to the presentation are the responsibility of the presenter.
  - **Submitting Workshop Proposals:** Please send completed proposals to Charity Lui, Membership Activities Coordinator at [charity@acsw.ab.ca](mailto:charity@acsw.ab.ca)

**Deadline for submissions: September 29<sup>th</sup>, 2017**

Selection Criteria	Workshops	Weighting
1. Scope and Relevance	Is the proposal clear and relevant to the conference theme? Does it address one or more of the conference goals?	25%
2. Learning Goals	Are the learning goals clearly stated? Are they relevant to current social work practice?	20%
3. Enhance Social Work Practice	What would be the impact of this workshop? How will it assist social workers in their daily practice? What tools will social workers leave with if they attend this workshop?	20%
4. Format and Methodology	Are there opportunities for audience participation and interactive learning?	20%
5.. Previous Experience	Does the presenter have recognized expertise in the topic area and a demonstrated ability to share the information with others?	10%
6. Contingency Plan	Does the proposal outline a suitable contingency plan?	5%