

Arkansas Workforce Investment Board (AWIB)

*Arkansas 2008
Workforce Development Conference*
October 29-31, 2008

Double Tree Hotel and Robinson Center
Little Rock, AR

Workshop Request for Proposals Instructions

AWIB's 2008 Workforce Development Conference is designed to provide professional development opportunities that will enhance the skills and knowledge of Workforce Development Professionals who provide direct services to job seeking and/or business customers, or manage organizations that do so.

The theme for this year's conference is "**CHARTING THE COURSE: Navigating Education, Employment and Economic Development.**"

The conference design provides opportunities for both 60 and 90-minute workshops on October 29th and 30th. Presenters are invited to submit proposals for either or both formats. We welcome your proposal(s) and thank you in advance for your submission.

Part 1: Proposal Guidelines

1. **Submit a completed proposal application form to the AWIB office no later than close of business, Thursday, May 1, 2008.** Proposals must be submitted by email to:

Program Committee at: AWIBCONF@ARKANSAS.GOV

Hard copy and faxed proposals will NOT be considered for review

2. Emailed proposals should be sent as MSWord files, with the file name containing the last name of the Primary Presenter (i.e. "AWIB08Smith1.doc," AWIB08Smith2.doc"). AWIB is not responsible for unnamed files. **Submit only your proposal application form.** Please maintain a copy for your records.
3. Two workshop formats – 60 and 90 minutes -- will be offered during the conference on October 29 & October 30 (proposals for 90 minute presentations will be for delivery in Super Sessions).
4. Conference workshop presenters need to include, but are not limited to:
 - a. Performance –Understanding how to improve performance
 - b. CEO's Roles & Responsibilities
 - c. Procurement 101 (DOL & State Guidelines)

- d. Grant Writing 101
 - e. Cost Allocation Training (DOL)
 - f. Career Advancements Accounts (CAA)
 - g. Serving Youth
 - h. Ex-offenders
 - i. Serving the Needs of those with Disabilities
 - j. Achieving results through innovative public/private partnerships with economic development organizations, foundations, and/or faith-based and community based organizations.
5. Potential presenters may submit one or more proposals, but no more than five.
 6. Submission does not guarantee acceptance.
 7. A separate proposal is required for each workshop proposed.
 8. Content must be educational, not commercial.
 9. Workshops should be solution-oriented, tied to addressing the challenges of the 21st century workforce and workplace, and focused on practical application of new skills or knowledge learned.
 10. Workshop titles and descriptions should be **BRIEF** while accurately and attractively describing the workshop, as it will be presented. Workshop descriptions should indicate the ability level of the workshop content (i.e., Basic or Advanced). "Basic" means no prior experience or knowledge is required. "Advanced," means considerable experience or knowledge is required. This information will be used to prepare the Conference Program. Titles and descriptions may be edited at AWIB's discretion, without prior consultation.
 11. Distribution of handouts is mandatory. Presenters are responsible for supplying and/or duplicating their handouts. Unless otherwise instructed, presenters must supply 100 copies of handouts per workshop session.
 12. Presenters, titles and content must correspond to the proposal. **Once a workshop has been accepted, no changes of speakers or workshop content will be allowed without prior approval by AWIB.** Presenters who deviate from the workshop description, as printed in the Conference Program, will not be invited to present at future AWIB Conferences.
 13. Proposals should address one or more of the topic areas listed under Part 4.

Part 2: Evaluation and Selection Process

1. AWIB's Conference Committee will evaluate proposals.
2. Primary Presenters will be notified of acceptance by mid- June 2008. Upon acceptance, presenters will receive hotel information, presenter registration instructions, instructions on renting A/V equipment, and preparing for your workshop. Presenters should also visit the conference website (www.AWIB.Arkansas.gov) for the latest information and updates to the Agenda.
3. AWIB will communicate solely with the Primary Presenter. It is the presenter's responsibility to keep co-presenters and other involved persons informed regarding acceptance decisions, scheduling, registration deadlines, handouts, and A/V needs.
4. AWIB reserves the right to limit the number of proposals accepted from any one presenter or organization.
5. AWIB reserves the right to adjust the program if deemed necessary to be in the best interest of the conference.

Part 3: Logistics

1. Presenters and any co-presenters must register in order to be listed in the Conference Program (instructions will be provided to presenter upon acceptance).
2. Presenters and co-presenters may attend the conference at no charge on the day of their presentation. Presenters wishing to attend the remainder of the conference and/or pre-conference sessions may do so by paying the applicable fee(s) indicated on the registration form.
3. **Presenting at the AWIB 2008 Conference is a voluntary effort.** AWIB does not provide an honorarium, nor subsidize travel expenses. We will waive conference registration fees.
4. AWIB will provide at no charge to the presenter:
 - a. Overhead projector
 - b. Screen
 - c. Easel
 - d. Flipchart and markers
 - e. Extension cord
 - f. Evaluation forms
5. Presenter must provide all other necessary A/V equipment such as:
 - a. Computers
 - b. LCD projectors
 - c. VCR
6. Equipment rentals can be arranged through the conference hotel.
7. For more information, contact Dejuana Lindsey, at 501-683-5347, or email the Conference Committee at AWIBCONF@ARKANSAS.GOV

Part 4: Topic Areas for Which Proposals Are Being Solicited:

Please note that examples associated with the major topic areas below include some of the topics we are seeking. We strongly encourage presenters to submit proposals for workshops in addition to those on the example list, provided they fit within the major topic areas.

1. **CEO'S Roles & Responsibilities:** What are the evolving roles and responsibilities of the Local Workforce Development Boards' (Boards) Chief Elected Officials (CEOs)? Present about the role of Board CEOs in the Board Member appointment process and about the value of strategic and market-driven decision-making in selecting Board members. The session should include a discussion of system integrity and ethical frameworks, Board Re-certification, Board Composition, inter-local agreements and partnership agreements.
2. **Serving Ex-offenders:** Ex-offenders face unique challenges when transitioning from correction facilities to work. This session should explore some of the behavioral patterns keeping ex-offenders from finding employment success. Participants should gain new insight into these dynamics, and explore strategies for helping ex-offenders overcome barriers to ensure a smoother transition.
3. **Aligning Workforce and Economic Development:** While companies have long understood the importance of recruiting, training and retaining talent, global competition is sharpening the focus on understanding the quality of a region's workforce when making decision to start, relocate, or expand businesses in a given community. To attract any company from any industry, a community must be able to demonstrate the availability and capabilities of its workers and the resources to train them. This session should provide local workforce boards and their economic development partners with comprehensive information for mapping workforce and industry information.
4. **Fiscal:** Examples include cost allocation, grant management and reporting)
5. **Performance:** Performance-related issues and strategies, etc.
6. **Leadership:** (examples include creating an organizational vision, leading the organization through change, creating effective partnerships, providing professional growth and career advancement opportunities for staff, etc.)
7. **Personal Development:** (examples include strategies for personal peak performance, coping with change, stress management, negotiation skills, personal career management, opportunities/resources for professional development, etc.)
8. **Economic Development and Workforce Development:** (examples include understanding the differences and similarities, trends, opportunities for partnering, case studies of collaborative approaches between business/economic development/workforce development, etc.)
9. **Education and Workforce Development:** (examples include education services available to customers of the workforce development system, opportunities for partnering, case studies of collaborative approaches between business/education/workforce development, etc.)
10. **Technology:** (examples include technology-based approaches to case management, assessment, education, business services account management, online resources, professional development, utilizing Labor Market Information, etc.)