

Request for Presentations

2019 Missouri Association for Workforce Development Conference
April 24-26, 2019
Branson Hilton Convention Center
Branson, MO

Thank you for your interest in presenting at MAWD's 2019 Conference!

MAWD's Mission, Values, and Vision:

Mission: To enhance and support the professional membership through education, advocacy and networking.

Values:

- Diversity among our members
- Each member in the workforce system
- The unique contribution of all stakeholders
- The success of members to exceed their customer's expectations
- The lifelong learning of members
- Sharing information, tools, and promising practices
- Alignment to the evolution of the workforce system; being cutting edge and innovative
- Helping members adapt to change
- Empowerment of members
- Guiding principles of the National Association of Workforce Development Professional (NAWDP)
- Attainment of Certified Workforce Development Professional (CWDP) certifications

Vision:

To be the voice for Missouri Workforce Professionals

Purpose: The Missouri Association for Workforce Development is a statewide association that supports career and technical training as well as workforce development. We are made up of individuals within the training and employment community who seek to enhance partnerships focused towards developing a competitive workforce. [Membership](#) in MAWD affords an opportunity to interact with other professionals concerning relevant issues in the area of workforce development. Generally, we experience about 400 attendees to our yearly conference.

This 3-day conference consists of:

Day 1 – Opening midday session with Keynote speaker, then workshop style presentations in the afternoon.

Day 2 - Workshop style presentations 75 minutes each (60 minute presentation with 15 minute Q & A) with an awards luncheon between morning and afternoon sessions.

Day 3 – Morning general session followed by the annual membership meeting.

Goal: To present a 60 minute professional presentation on a topic or successful outcome that has been achieved by your project or program. Content must be informational and educational; sales pitches will be eliminated from consideration. We expect participants will gain new knowledge and ideas to apply in their workplace or enhance their work with customers. Once a proposal is accepted, no changes to speakers or workshop content will be allowed without prior approval.

The Professional Development Chair/Committee will select Requests for Presentations based on the following tracks:

1. **Business Services:** Addresses the needs of individuals who work with employers across all partner organizations. *Examples:* Sales techniques, On the Job Training, Work based learning, Business services, Apprenticeships, Hiring practices.
2. **Disabilities Services:** Addresses needs of individuals seeking employment with disabilities. *Examples:* Vocational Rehabilitation, Rehabilitation Services for the Blind
3. **DWD/DED:** Addresses the needs of individuals who work for or with DWD and DED. *Examples:* Communications, Empower, Veterans, EEO, Labor Market Information
4. **Job Seeker Services:** Addresses the needs of individuals who work with adults and dislocated workers for the purpose of preparing them to find and keep employment. *Examples:* Soft Skills, Assessments, Career pathways, Resume preparation, Interviewing Techniques, Career portfolios.
5. **Justice Involved Individual Services:** Addresses the needs of individuals with barriers related to the Justice System. *Examples:* DOC, Federal Bonding
6. **Management/Compliance Services:** Addresses the needs of individuals who provide management services such as fiscal, monitoring, quality assurance, supervision, and executive leadership. *Examples:* Leadership development, fiscal management, DOL, One Stop Operator responsibilities, Workforce board support, Federal Monitoring.
7. **Specialty Programs:** Addresses the needs of individuals working with partner programs in seeking services. *Examples:* AARP, Trade Act, AEL, DES, SkillUp, Registered Apprenticeships.
8. **System Related:** Addresses the needs of individuals who use related systems. *Examples:* MoJobs, CyberCafe
9. **Theme Related:** Addresses the theme and ideas of this year's conference. *Examples:* Building Collaboration, Special Partnership programs
10. **WIOA:** Addresses specific topics related to WIOA programs and guidance. *Examples:* WIOA legislative sessions, updates on policies and programs
11. **Workforce Professional Services:** Addresses general skills and knowledge applicable to frontline workforce development staff and their partners. *Examples:* Customer flow, motivational seminars, partner relationships, grant writing, fundraising
12. **Youth Services:** Addresses the needs of individuals working with youth for the purpose of assisting them with education and employment. *Examples:* Work experience, Eligibility, Individual employment plans, Assessment, Case Notes, Supportive services, Career pathways, Pre-Apprenticeships.
13. **Other:** Addresses other training programs to assist or inform staff or customers. *Recent Examples:* Opioid, Safety, Stress, Customer Service, Diversity

The Request for Presentation should include:

- 1) Workshop Title
- 2) Track or tracks your workshop will address
- 3) Background/biography information on the presenter or presenters as you would like it to appear in our programs. Photographs/head shots of the presenters can be included if you choose.
- 4) A complete description of the workshop or presentation proposed, which can include:
 - Assistance/Collaboration between other agencies or partners
 - Information and resources used
 - Important background information on the program or project
 - Learning objectives participants could expect from attending the workshop
 - Description of handouts or materials
 - Other relevant information about your topic or presentation
 - Relationship of your information to the conference theme
- 5) A short (200 words or less), attention-grabbing abstract of the workshop as you would like it to appear in the programs.
- 6) Optional: Sample or link of presenter's previous work or presentation (workshop handout, YouTube video, etc.) which would allow us to see their presentation style.

Theme: The 2019 MAWD Conference Theme is “Coming Together, Keeping Together, and Working Together to be the Best in the Midwest.”

Accepted Proposals

Primary presenters will be notified whether their workshops have been accepted as soon as possible, with our target being the end of February. MAWD will only communicate with the primary presenter. It is that person's responsibility to keep any co-presenters informed about acceptance decisions, scheduling, registration deadlines, and presentation needs. The number of proposals submitted by any one individual or organization is limited to 4 and no more than 2 are accepted for each presenter. MAWD's Professional Development Chair/Committee will evaluate Request for Presentations submitted by the deadline based solely on the information submitted. Workshop titles, descriptions, and speaker bios may be edited slightly at MAWD's discretion to prepare the conference program.

Note: MAWD cannot subsidize hotel or travel expenses, but does provide meals and registration for the conference for ONE presenter.

Deadline:

Closing date: Wednesday, January 31, 2019

Closing time: 4:00 pm CST

Proposal Information Packet instructions: Complete this packet with information and submit to Karen Rawlins at Karen.rawlins@ded.mo.gov or mail to the following address:

Karen Rawlins
MAWD Professional Development Chair
3100 NE 83rd Street, Suite 2800
Kansas City, Missouri 64119

Presenter Information Page

Primary Presenter Name:

Title:

Agency:

Email address:

Phone Number:

Special Dietary Restrictions:

Short biography (100 words or less):

Co-Presenter 1 Name:

Title:

Agency:

Email address:

Phone Number:

Special Dietary Restrictions:

Short biography (100 words or less):

Co-Presenter 2 Name:

Title:

Agency:

Email address:

Phone Number:

Special Dietary Restrictions:

Short biography (100 words or less):

Co-Presenter 3 Name:

Title:

Agency:

Email address:

Phone Number:

Special Dietary Restrictions:

Short biography (100 words or less):

Preferred method of contact for Main Presenter:

Best time to contact:

Session Information Page

Presentation Details

Session Title:

(The Conference Theme is “Coming Together, Keeping Together, and Working Together to be the Best in the Midwest.” Please try to create a title that is relevant to the theme and will catch the participant’s attention.)

Presentation Abstract: Briefly describe your presentation as you would like it to appear in the program:

Session Needs:

All handouts will be your responsibility to print. Note: If you would like to make handouts available to participants on our website for printing prior to the conference, all materials must be submitted to Karen Rawlins (Karen.rawlins@ded.mo.gov) no later than Friday, March 29, 2019 to be uploaded to the MAWD website. Handouts and slideshows can be published on our website following the conference for attendees’ use.

Wi-fi, screen and a cart are provided in each room. Please bring your own computer, projector, and any additional supplies (chart paper, markers, pens, etc.) needed for use during your presentation. If you cannot provide your own equipment, please indicate your preferences below and we will try to accommodate your needs:

Laptop LCD projector Other _____

Sessions are held in the afternoon, **Wednesday, April 24, 2019** and all day **Thursday, April 25, 2019**.

Please submit your availability for scheduling. You will be notified of your assigned date, time and room as soon as available.

		Available	Not Available
Wednesday, April 24	PM	<input type="checkbox"/>	<input type="checkbox"/>
Thursday, April 25	AM	<input type="checkbox"/>	<input type="checkbox"/>
Thursday, April 25	PM	<input type="checkbox"/>	<input type="checkbox"/>

Terms and Conditions**Questions:**

Questions pertaining to RFP can be submitted via email to Karen Rawlins at Karen.rawlins@ded.mo.gov. Questions will not be accepted after RFP closing date.

Cancellation:

The Missouri Association for Workforce Development reserves the right to amend the terms of this RFP or to withdraw the RFP at any time.

Applicant’s Acceptance of RFP Terms and Conditions:

By submitting a proposal, each applicant signifies that the applicant has read, completely understands, and accepts the terms and conditions of the RFP in full.

Rejection of Proposal:

MAWD reserves the right in its sole direction to reject any or all proposals which do not adhere to the rules or any other part of this RFP.

Freedom of Information:

Applicants are advised and acknowledge that all replies received in response to this request will be subject to the Freedom of Information and Protection of Privacy Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

Confidentiality:

This RFP, or any portion thereof, is strictly confidential and is not to be copied or used for any purpose other than the submission for proposal to MAWD. Any information obtained by applicants as a result of this RFP is not to be disclosed without prior written authorization from MAWD.



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

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