

Thank you for choosing to submit a proposal for *atraditional* workshop session at our 2020 Annual Conference, 2020 Vision: Convene. Connect. Collaborate. to be held from May 3-5, 2020 in Dallas, Texas. This year we envision offering a variety of workshops that showcase high impact solutions, innovative practices, and dynamic responses. We are asking you to think about what our sector can learn from your agency as we forge forward into the new decade. Our goal is for everyone to leave this conference with newfound energy, important takeaways, and exceptional strategies that will strengthen your work and your communities.

The deadline for submission is Friday, September 27, 2019. Please contact Lisa-Lorraine Smith, Chief Program Officer, at 201-977-2542 or [llsmith@networkjhsa.org](mailto:llsmith@networkjhsa.org) with any questions.

Please be mindful of the following guidelines:

1. Workshop presenters can include professional and lay leaders from NJHSA member and partner agencies, as well as, including outside speakers who would add value to their presentation.
2. Outside presenters are also invited to submit session proposals with the understanding that priority is given initially to NJHSA member agencies.
3. Presenters should be able to lead a workshop that motivates active participation from session attendees.
4. All workshop sessions are 75 minutes long.
5. Please factor in time for both an interactive presentation discussion and a Q&A period.
6. Submission of a proposal by an NJHSA member agency requires a commitment by the presenter to register and attend the entire conference should the proposal be accepted.
7. Proposals from one agency may be combined with proposals from another one or more agencies should the overall concept or theme for the proposed sessions be comparable.
8. Incomplete submissions WILL NOT be considered for review by the conference committee.
9. At least one session per day will be directed to support the specific needs of lay leadership.

## 1. Contact Information

Name of agency affiliation

Address of agency

City, state and zip

Agency CEO

Agency CEO email  
address

Name of primary contact  
for this proposal

Preferred email of primary  
contact

Cell phone # of primary  
contact

Work Phone #

2. Choose Up to 3 topic areas that best match your proposal:

- Agency Management
- Crisis Response
- Executive Leadership
- Lay Leadership
- Capacity Building
- Advocacy
- Development/Fundraising
- Marketing/Communications
- Addiction Services
- Adoption Services
- Child/Adolescent Services
- Disabilities Services
- Holocaust Survivor Services
- Home Care Administration
- Immigrant Services
- Mental Health Services
- Older Adult Services
- Refugee Services
- Workforce Development
- Volunteer Services
- Chaplaincy Services /Spiritual Care
- Poverty Programs
- Innovative Practice
- Other (please specify)

3. Title of Proposed Workshop (please make it short, catchy and descriptive)

#### 4. Brief Description

#### 5. List a minimum of 3 key learning goals from your proposed workshop session.

1.

2.

3.

#### 6. If workshop is based on a program of your agency, please complete the following:

Name of program

Length of time in operation

Population(s) served

Staffing of program

Approximate annual program budget

If possible, please provide us with a link on your website to your program

7. What techniques will you use to engage the audience and promote group interaction?

8. Please indicate any session needs: Screen, projector, flip charts, markers, requested room set up.

\*All presenters who are using a PowerPoint or video presentation are required to bring their own laptop. The hotel will provide a projector and connecting cables.

9. At times, combining several presentations will allow us to maximize the information we can share within the time limited parameters of the conference. Are you ok if NJHSA combines your presentation with one or more presenters?

Yes

No

10. We know some agencies like to collaborate on workshop submissions and some agencies like to present with more than one person. With that in mind, please complete the following information.

Name of Presenter 1

Agency Affiliation and Title  
of Presenter 1

Email address of  
Presenter 1

Name of Presenter 2

Agency Affiliation and Title  
of Presenter 2

Email Address of  
Presenter 2

Name of Presenter 3

Agency Affiliation and Title  
of Presenter 3

Email Address of  
Presenter 3

**The deadline for submissions is September 27, 2019.** All submissions will receive responses by email no later than December 20, 2019. Presentations will be due to the Network no later than April 3, 2020. We look forward to hearing from and being with you in Dallas.