



Guide to Submitting a Workshop Proposal

Call for Papers

The National Council of the United States Society of St. Vincent de Paul is currently accepting submissions of high quality workshop proposals for the 2015 National Assembly in Providence, Rhode Island.

In the spirit of this year's theme, "Trust in Providence, Abound in Hope," we turn to the words of Blessed Frederic Ozanam, who said, "Our little Society has grown large enough to be a providential fact."

This year's theme encourages all Vincentians to trust in Divine Providence, and to be filled with the hope, joy and peace of the Holy Spirit as we strive to carry out the strategic plan and its goals.

Speakers benefit by raising awareness, promoting ideas, networking with an engaged audience and gaining credibility through recognition.

Please note that honorariums and registration fees are not provided.

"May the God of Hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit." (Romans 15:13)



HOW do I submit a workshop proposal?

The **deadline** for submitting a workshop proposal is **March 2, 2015**.

Proposed presentation must be **45-50 minutes in duration**.

Proposals should be sent to via email or U.S. mail to the following;

Maria Villa-Garcia

Director of National Meetings

Email: Mvilla-garcia@svdpusa.org

U.S. Mail: National Council of the United States Society of St. Vincent de Paul

58 Progress Parkway Maryland Heights, MO 63043

WHICH topics are of interest?

- Topics should be aligned with the goals of the strategic plan (<http://www.svdpusa.org/members/Membership/Strategic-Plan>) and focus on the interests listed below.
- The key word “Change,” should also be considered and included to connect all workshops.

Focus	Interest Area Examples
Extension	Recruitment of Vincentians
Formation	Growing the Vincentian presence in parishes and Councils Formation of Vincentians to continue to grow in holiness
Service	Best practices related to Home visits, Shelters, Food pantries, Stores, etc.
Systemic change	Breaking the cycle of poverty
Advocacy	Advocating society positions and interests
Finance	Maintaining financial stability Raising funds

WHAT is a workshop?

A workshop provides its attendees with opportunities for personal and professional development, while increasing awareness, interest and involvement.

Workshops are targeted at smaller audiences with high levels of interactivity and audience participation. The focus should be on the transfer of knowledge through collaborative learning techniques in order to build and strengthen skills.

WHAT information is needed to submit a workshop?

Workshop title: The workshop title is important. You will need to provide a clear picture of the workshop. It should be interesting, engaging, descriptive and not too long.

Workshop proposal to include:

Learning objectives: Allow the participants to assess what they will gain from attending your workshop and whether they will want to attend (limit to two objectives)

Format: A good workshop will maintain interest and utilize various interactive methods to keep participants interested and engaged throughout

Materials: Specify the handouts / materials that will be provided to the attendees

Audio visual needs: The general set-up for all workshops includes a screen, projector, podium, wireless microphone and audio input for laptop or other media. All presenters are required to bring their own laptop. Presenters using a Mac interface need to bring their own VGA adapter for the projector. You must inform us of any additional AV needs with your proposal.

Experience expertise: Limit to two paragraphs.

WHO reviews the workshop proposals?

Goal Leaders and National Staff will be reviewing the proposals.

Notification of acceptance will be given no later than May 4, 2015.

WHAT are the selection criteria?

Workshop proposals will be selected based on a combination of criteria including:

Objectives that are measurable and achievable, clearly evident throughout the proposal and supported by interactive learning activities during the workshop.

Expected outcomes that the attendees will be guided by the facilitator to make relevant connections, and develop an action plan to apply it in their work.

Expertise of the facilitator.

Methodology should be a learner-centered approach that facilitates individual and group learning.

Proposal relevance should relate to the goals of the strategic plan, address one of the five focus areas listed, incorporate the element of change and complement the theme.

Sample submission outline (Limit 2 typed pages per submission)

<u>Presenter</u>	First / last name	City / State
	Affiliation (i.e., member, president, etc.)	
	Email	Phone

Workshop

1. Workshop title (limit to one line)
2. Workshop objectives (limit to one paragraph)
3. Workshop description (Limit to three paragraphs)
4. Experience expertise (Limit to one paragraph)
5. Materials (Handouts / materials that will be provided to the attendees)
6. Format (Lecture, panel, interactive, etc.)
7. Audio visual needs (Projector, internet, phone line, TV, etc.)