

## **REQUEST FOR WORKSHOP PROPOSALS**



# **Georgia Commission on Family Violence**

**26th Annual Family Violence Conference  
September 13-16, 2020  
Jekyll Island Convention Center  
Jekyll Island, Georgia**

### ***Crafting a Coordinated Community Response: Working Together to Address Relationship Violence***

#### **SUBMISSION DEADLINE:**

All proposals must be submitted by February 28, 2020. Any proposal submitted after the deadline will not be considered.

#### **PURPOSE:**

The Georgia Commission on Family Violence (GCFV) is seeking proposals for workshops to be presented at its annual family violence conference to be held September 13-16, 2020 at the Jekyll Island Convention Center in Jekyll Island, Georgia. This is a competitive process, and the conference committee will select workshops that best satisfy the criteria specified below. Please read the information for this request for workshop proposals (RFP) process thoroughly as it provides important information and instructions for submitting workshop proposals.

#### **CONFERENCE INFORMATION OVERVIEW:**

GCFV's annual conference is an opportunity for people from a variety of backgrounds to come together and explore strategies to end family violence. Our goal is to provide a wide range of workshops on a variety of relevant family violence and sexual assault-related topics. We encourage proposals that address the needs of a wide variety of practitioners and stakeholders and offer innovative practices and concepts.

#### **CONFERENCE AUDIENCE:**

600+ attendees include law enforcement, prosecutors, survivors, clergy, mental health providers, Family Violence Intervention Program facilitators and staff, judges, attorneys, probation/community supervision officers, dispatchers, medical providers, educators, child and victim advocates and more. Attendees represent a range of personal and professional backgrounds and experiences providing services in Georgia and beyond.

**GENERAL WORKSHOP INFORMATION:**

GCFV is seeking proposals for approximately 36 workshops. We are looking for presentations that provide relevant, actionable information focused on creating a coordinated community response that attendees can use for professional development and implement in their organizations and communities.

**WORKSHOP ELEMENTS AND EVALUATION CRITERIA:**

Please take note of these workshop elements as you plan your workshop proposal, as they will be taken into consideration during the workshop selection process:

The workshop should meet the following criteria:

- Topic can be covered in a 90 minute window
- Clear and compelling title and description
- Identify three (3) learning objectives for workshop participants (goals of the workshop)
- Alignment with conference theme and purpose
- Introduces innovative concepts or new information based on best practices (Identify best practices and/or research that will help participants with continued learning and application beyond the conference.)
- Contains interactive elements which encourage active learning (Identify at least two methods you will use to encourage active learning (participatory) versus passive learning (listening). We encourage presenters to allow time for questions and answers from participants in addition to practical activities.)
- If workshop proposal includes more than one presenter, clearly explain the purpose and contribution of each presenter.
- Presentation is NOT an advertisement or sales presentation. We ask that presenters limit self-promotion of themselves and their organizations to their introduction and their contact information on handouts. We request that presenters do not directly solicit attendees.

Preference will be given to proposals:

- Addressing coordinating services between multiple disciplines
- Providing an interactive component rather than those that consist solely of lecture
- Including practical tools that they can take back to their organization and implement (Please be sure to indicate practical applications that will be addressed by your workshop.)
- While optional, providing a handout during your workshop helps attendees follow your presentation, and can provide references for further resources, or tips for implementation (GCFV does not provide copies for distribution to workshops.)

## **LOGISTICS:**

- The conference agenda will provide six breakout blocks with six workshops occurring during each block.
- The Convention Center will provide a screen, projector, and A/V equipment (speakers and microphones). You will be responsible for other materials such as laptops, charging cords, VGA adapters, etc. GCFV will provide an easel board with paper and markers.
- In an effort to be “green” we will not be photocopying materials for breakout sessions. If you feel they are necessary, you will be asked to provide your own handouts. We will provide a place on our website where session materials can be uploaded for conference attendees.
- There may be an opportunity to present your workshop more than once during the conference.

## **REQUIREMENTS FOR SPEAKERS:**

If your workshop is selected, speakers will be asked to do the following:

- Provide a workshop summary, learning objectives, biography, and photo, for marketing purposes.
- Coordinate with staff regarding any special needs or requirements prior to the conference.
- If you wish to distribute copyrighted information in your supplemental resources materials, it is your responsibility to cite the proper source material.

## **PROPOSAL CONTENT:**

Proposals must be submitted online through the RFP submission form. To help you prepare, all the information requested in the proposal form is listed below. To submit more than one workshop proposal, please complete a separate form for each workshop.

## **WORKSHOP INFORMATION**

1. Workshop title
2. Workshop description (200 word limit)
3. What is the goal of this workshop? How will attendees be able to apply what they learn from your session directly to their work? (200 word limit)
4. List three learning objectives for the workshop
5. Who is/are the primary audience(s) for this workshop? (Please indicate no more than three)
6. Which experience level is appropriate for the audience? (Content should be targeted towards audience members seeking a basic understanding of the concepts/content, or an audience with more advanced skills. Should your proposed content be able to be tailored to either audience, please consider submission of multiple workshops.)
7. Please outline the learning formats that will be used and the approximate length of each portion. Clearly explain how these formats will be used to engage participants. Learning format examples include: case study, panel, discussion, Q&A, experiential learning activity, and lecture/presentation. (100 word limit)

8. Do you plan to use any supplemental materials in your presentation (e.g., video, handout, PowerPoint)?
9. Have you presented or facilitated this topic in the past? If so, please list when/where and provide a link to any sample content.
10. If your workshop is selected, are you interested in presenting during more than one block during the conference?

**PRESENTER INFORMATION – REQUIRED FOR EACH PRESENTER**

1. Contact information – name, phone, email, mailing address
2. Organization or affiliation
3. Bio – 300 word limit, use third person
4. One reference (name, email, phone, relationship to presenter) and/or links to previous presentations

**QUESTIONS & ADDITIONAL INFORMATION**

Please contact Jameelah Ferrell at [Jameelah.Ferrell@dcs.ga.gov](mailto:Jameelah.Ferrell@dcs.ga.gov) or call 404-657-3412 with any questions. Refer to the Conference Workshop FAQ on the GCFV website for more information about the conference and the conference workshop selection process.

All RFPs must be submitted by February 28, 2020.

[Submit your proposal here.](#)

## **RFP PROCESS FREQUENTLY ASKED QUESTIONS**

### What is the deadline for applying to present at the conference?

The deadline for proposals is Friday, February 28, 2020. Selected presenters will be notified by May 1, 2020.

### When and where is the conference?

The conference will be held on September 13-16, 2020, at the Jekyll Island Convention Center in Jekyll Island, Georgia. Please block these dates off on your calendar now to ensure you will be available to present should your workshop be selected!

### Can I submit more than one proposal?

Yes, but a separate proposal form must be submitted for each proposed workshop.

### How long are the workshops?

Workshops are 90 minutes. Workshops will be held during the morning and afternoon on Monday - Wednesday.

### Can I choose the time slot for which my workshop is offered?

Due to the volume of the workshops offered and schedules considered, we do not have the flexibility to allow presenters to choose their own slots. However, if you have specific scheduling restrictions or conflicts, please let us know and we will do our best to accommodate them.

### If I'm selected, do I have to stay for the whole conference?

Workshop presenters are extended complimentary registration to attend the conference but are not required to stay for the entirety. Presenters are welcome to attend workshops of their choice when they are not presenting as well as the plenary sessions.

### What compensation is provided?

GCFV will provide a \$200 honorarium per presenter (up to two presenters per workshop). In addition to the honorarium, GCFV will provide complimentary conference registration to all workshop presenters, which includes breakfast and lunch and access to over 30 other workshops, keynotes, and CEU hours. Additionally, workshop presenters are listed on our conference website and in our program book. Each presenter is eligible for only one \$200 honorarium regardless of how many workshops they present.

### Will GCFV provide copies of my handouts and a laptop?

No, the Convention Center rooms are equipped with a screen, projector, PC connecting cables, A/V equipment and internet connectivity. You will be responsible for all other materials, including laptops, VGA adaptors, and handouts.

Are lodging and travel expenses included?

No, lodging and travel expenses will be your responsibility and are not eligible for reimbursement.

How are the proposals selected?

A committee reviews the submissions and selects the slate of approximately 36 workshops based on the evaluation criteria listed in the RFP.

Other Questions & Additional Information

Please contact Jameelah Ferrell at [jameelah.ferrell@dcs.ga.gov](mailto:jameelah.ferrell@dcs.ga.gov) or call 404-657-3412 with any additional questions.