



Request for Presenters
2016

Conference Date:
Friday October 14, 2016
8:00 a.m. – 4:00 p.m.

Location:
WIU Moline Riverfront Campus
3300 River Road
Moline IL

Proposals must be received by July 12, 2016
Mail/Fax/Email Complete Proposals to:

Cindi Mielke, RSVP Director
2998 W. Pearl City Road
Freeport, IL 61032
815-599-4391
815-599-3719 fax
Cindi.mielke@highland.edu

Request for Presenters
Northwest Illinois Volunteerism Conference
Request for Presenters - General Information

Conference Mission

Our mission is to provide quality development opportunities and valuable networking experience for anyone who manages, motivates or mobilizes volunteers to make a difference.

Presenters

Presenters are provided free conference registration and luncheon. Presenters will be expected to bring their own workshop materials and handouts. Those submitting proposals will be notified of acceptance by July 20th, 2016

Audience

The conference hopes to attract volunteer administration professionals with a wide range of knowledge and experience, representing the non-profit, governmental, and educational and private sectors in North West Illinois. Please plan for an average workshop attendance of approximately 25 participants. The goal for conference attendance is 100 and we hope to offer three workshops during each of three time slots.

Conference Schedule

The conference schedule includes two general sessions with presentations, entertainment, and a keynote speaker. The professional level of our audience varies greatly: therefore, we provide workshops for both new and experienced professionals. The workshops are categorized using the following:

Basic: Audience is new volunteer coordinators/administrators seeking program fundamentals in volunteer job design, recruitment, recognition and retention.

Intermediate: Audience is volunteer coordinators/administrators who have been in the field for 1-4 years. The group is looking for workshops pertaining to volunteer training, supervision and evaluation.

Advanced: Audience is volunteer coordinators/administrators who have been in the field for 5 or more years.

The group is looking for workshops that include innovative approaches or best practices that help address challenges in the field. This includes developing and implementing the infrastructure to support volunteer delivery systems as well as the review and analysis of existing volunteer delivery systems.

Workshops

Workshops will be 60 minutes in length. Conference presenters will be selected based on proposal quality and workshop relevance to the audience **and to the conference theme: Changing Times + New Challenges = Great Opportunities!** We will also consider timeliness and originality of proposal.

Sample topics might relate to:

Primary topics

Current trends in volunteerism
Fund development: Volunteer program specific
Recruitment/Retention/Recognition
Skill Based or project based volunteerism
Advocating for volunteerism
Educating/training volunteers
Developing new and meaningful volunteer opportunities
Risk management
The value of National Service
Communication/Marketing/Media Relations

Other topics

Resources for new Volunteer Managers
Intergenerational volunteering
Creating Performance Measures
Service Learning Projects
Managing volunteer performance
Managing a Budget
Team Building with paid staff
Working in low income communities
Stress Management / Time Management
Non-paid internships
Orientation, of volunteers
Disaster Volunteers
Developing a comprehensive volunteer plan
Engaging Corporate volunteers
Working with special populations
Evaluating volunteer efforts and programs

Potential presenters are encouraged to be creative with their workshop titles. However, please be clear and concise on workshop objectives and description so that participants have a good understanding of the content of the workshop.

Presenter Information Sheet

Name: _____ Title: _____

Organization _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E- Mail: _____

Workshop Details:

Workshop title: _____

This workshop best fits the professional educational level checked below. (If your workshop applies to more than one level, check all that apply):

Basic

Intermediate

Advanced

Proposals MUST include: (This information will be used for the conference program/brochure)

- **Presenter Information Sheet (information on this form needed in full)**
- **Title and Brief Workshop Description: (75 words)**
- **One-page Outline of Workshop**
- **Equipment Needed for Workshop Delivery (Note: all classrooms have PC computer and LCD built in)**
- **Workshop Learning Objectives**
- **1 Professional Reference with Contact Information**
- **Short Bio of Presenter(s) (150 words)**

Presenters are responsible for handouts. Expect approximately 25 participants per session unless notified otherwise.

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Cindi Mielke, RSVP Director

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815-599-3491 Cindi.Mielke@highland.edu