



# NINAETC

33<sup>rd</sup> National Indian and Native American  
Employment and Training Conference  
April 22-27, 2012 – Marksville, Louisiana

## CALL FOR CONFERENCE PRESENTERS

**T**he National Indian and Native American Employment and Training Conference (NINAETC) 2012 Executive Committee announces a call for workshop presenters for the 33<sup>rd</sup> Annual NINAETC. Individuals interested in presenting a workshop for workforce development professionals may submit a proposal by using the attached forms. Proposals will be reviewed by the Workshop Committee.

The following criteria will be used to select proposals:

- Alignment to NINAETC objectives
- Clearly stated purpose, goals, and objectives explaining what participants will take away from presentation
- Rationale as to why this information is important to its intended audience
- Clarity of content and purpose
- Practical application of material

### Workshop Information:

Workshops will be presented in 1½-hour and 3-hour time slots. Most sessions are 30 to 50 people. Please indicate the preferred date(s), preferred length of time of your session and if you can repeat your presentation in *Part I - Workshop Presentation*. The workshop title and description provided in *Part I - Workshop Presentation* will be used in the conference program and should be designed to encourage conference participants to attend the workshop; NINAETC reserves the right to edit for content and space availability.

### Presenter Information:

Please complete the presenter information portion in *Part I - Workshop Presentation* and include any co-presenters; include a one-paragraph biography for each presenter. **Only the primary presenter will receive information regarding acceptance, date, and time of presentation. It is the primary presenter's responsibility to provide information to the co-presenters.** Remember to sign the Presenter Agreement section in *Part I - Workshop Presentation*.

### Room Set-up:

An effort will be made to accommodate your set-up preference as fully as possible. However, it is not guaranteed. Please indicate your first and second choice of room set-up in *Part II - Workshop Requirements*.

### Audio-Visual:

As the rental of some audio-visual equipment can be cost prohibitive, coordinating the use of equipment is important. Please indicate equipment needed for your workshop in *Part II - Workshop Requirements*. When presenting a PowerPoint presentation, it is best to bring your own laptop to insure software compatibility. However, NINAETC can provide the use of a laptop, if necessary.

### Sales Presentations:

Please purchase exhibit space or advertising for presentations that involve any type of sales.

### Registration:

Please indicate in *Part III - Registration* if you plan to attend the entire conference. If you do, you will be required to register for conference and are eligible for a reduced conference registration rate. (See Conference Registration form.)

### Submission Cut-Off Date: **February 15, 2012**

Please submit Workshop Presentation Proposal to NINAETC, 738 North Market Blvd, Sacramento, CA 95834, fax 916-641-6338, or email (scanned) to [carlc@cimcinc.com](mailto:carlc@cimcinc.com); cc: [lorendas@cimcinc.com](mailto:lorendas@cimcinc.com). For information, call 916-920-0285. Downloadable forms are available at [www.ninaetc.net](http://www.ninaetc.net).

Notification of Acceptance: Primary presenter will be notified within 30 days after deadline.

### Handouts/PowerPoint:

If you wish to have your handouts reproduced by NINAETC, please send originals by mail or send by email. Hard copy or electronic copy must be received by March 26, 2012 to allow for reproduction time. To reduce costs, it is important to reproduce material prior to the conference as the cost of on-site copying can be excessive. Please indicate whether you will have handouts and if you want NINAETC to reproduce your handouts in *Part II - Workshop Requirements*. A hard copy or electronic copy of your handouts and PowerPoint presentations, if applicable, are required for ALL workshops. Use of copyrighted material without permission of the copyright holder is prohibited.

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**PART I - WORKSHOP PRESENTATION**

This information will be used in the 33rd National Indian and Native American Employment and Training Conference program booklet. Please identify yourself and describe your workshop as you would like it to appear in the Conference program booklet.

**WORKSHOP PRESENTER(S) INFORMATION**

Primary Presenter's Name:		Title/Position:	
Grantee/Company/Agency:			
Mailing Address:			
City:		State:	Postal Code:
Email Address:		Daytime Phone: ( ) ( )	Ext. ( )
Fax No.: ( ) ( )			
Additional Presenter's Name:		Additional Presenter's Title/Company:	
Additional Presenter's Name:		Additional Presenter's Title/Company:	
Additional Presenter's Name:		Additional Presenter's Title/Company:	

*Please attach a one-paragraph biography for each presenter.*

**PRESENTER AGREEMENT**

I hereby affirm that none of the material presented in my presentation, to my knowledge, infringes upon the copyright or right of privacy of others, and that material which references work of others will be properly credited to that source.

Further, I will not misrepresent, libel or slander, any other person, facility, service or product during the course of my presentation. If such affirmation is breached, I will indemnify and hold harmless NINAETC, its officers, directors, employees, and representatives, from and against any actions, losses, costs, damages, claims, and expenses including attorney's fees.

\_\_\_\_\_  
Presenter's Signature  
Date: \_\_\_\_\_

**WORKSHOP PRESENTATION INFORMATION**

Length of Workshop Session:  1-1/2 hours  3 hours  
 Are you willing to repeat session?  YES  NO  
 Preferred Date(s):  Monday  Tuesday  Wednesday  Thursday

Please provide workshop presentation title and description for conference program. (may be edited to meet space restrictions)

Workshop Title:  
  
Workshop Description:

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**PART II - WORKSHOP REQUIREMENTS**

Workshop:	Presenter(s):
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**AUDIO-VISUAL / TRAINING NEEDS** CHECK ALL THAT APPLY:

PRESENTER WILL BE PROVIDING OWN EQUIPMENT.

MICROPHONE NEEDED      PLEASE LIST ALL EQUIPMENT NEEDED TO BE PROVIDED BY CONFERENCE:

<input type="checkbox"/> WIRED	<input type="checkbox"/> WIRELESS	
<input type="checkbox"/> HANDHELD	<input type="checkbox"/> HANDHELD	
<input type="checkbox"/> PODIUM	<input type="checkbox"/> LAVILIER	
<input type="checkbox"/> TABLE		
<input type="checkbox"/> FLOOR		

**PREFERRED ROOM SET-UP** (please indicate 1st and 2nd choice)      OTHER: \_\_\_\_\_

___ CLASSROOM 	___ THEATRE 	___ ROUNDS 	___ U-SHAPE 
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*An effort will be made to provide presenter(s) with preferred room set-up; however it is not guaranteed.*

**HANDOUTS / PRINTED MATERIAL**

PRESENTER    WILL    WILL NOT HAVE HANDOUTS.       Available in electronic format

Presenter will be responsible for reproducing own handouts       Available in hard copy only

Presenter will send  hard copy or  electronic copy to be reproduced.

If presenter wishes NINAETC to reproduce handouts -

- Camera-ready original copy or electronic copy must be received **no later than March 26, 2012.**
- Handouts to be reproduced by NINAETC are limited to 20 pages (1 side) or 10 pages (2 sides).  
**ALL OTHER copying, including on-site, will be the presenter's responsibility.**

*A hard copy or an electronic copy of all handouts and PowerPoint presentations must be submitted to NINAETC.*

**PART III - REGISTRATION**

Will you be attending entire conference?    YES    NO

If NO, please specify dates you will be attending: \_\_\_\_\_

If YES, you will be eligible for a reduced conference registration rate; please complete Conference Registration form and submit payment.

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