



41st National Indian and Native American Employment /
Public Law 102-477 Training
May 31 – June 4, 2020 – Crowne Plaza, Providence/Warwick, Rhode Island



CALL FOR TRAINING PROPOSALS

The National Indian and Native American Employment / PL 102-477 Training Executive Committee announces a call for training presenters for the 41st Annual NINAETC/477 training event. Individuals and groups interested in providing training for workforce development professionals may submit a training proposal by using the attached forms. Training proposals will be reviewed by the Workshop Committee.

The following criteria will be used to select proposals:

- Alignment to NINAETC and/or 477 objectives
- Clearly stated purpose, goals, and objectives explaining what participants will take away from the presentation
- Rationale as to why this information is important to its intended audience
- Clarity of content and purpose
- Practical application of material

SUBMISSION DUE DATE: January 31, 2020

Please submit Training Proposals to NINAETC/477 Workshop Committee, 738 North Market Boulevard, Sacramento, CA 95834; Fax: (916) 641-6338; email (scanned): training@cimcinc.com. For information, call (916) 920-0285. Forms are available at www.ninaetc.net.

Notification of acceptance: Primary Presenter will be notified within 15 days after deadline.

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 (not to exceed 175 words) provided in *Part I - Workshop Presentation* will be used in the training program booklet and should be designed to encourage training participants to attend the workshop; NINAETC/477 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 (not to exceed 100 words) in *Part IV – Presenter Biography*. 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 may be better to bring your own laptop to insure software compatibility. However, NINAETC/477 can provide the use of a laptop, if necessary.

PowerPoints/Presentation Documents:

All presentation documents will be uploaded to USB drives by NINAETC/477. Please send electronic files by email to training@cimcinc.com by May 15, 2020. Use of copyrighted material without permission of the copyright holder is prohibited.

Sales Presentations:

Proposals which feature commercially available products or services should originate from current users of service or product and should highlight “promising practices” examples. Sales presentations for products and services are inappropriate for workshop sessions and will not be considered.

Registration:

Please indicate in *Part III - Registration* if you plan to attend the entire training event. If you do, you will be required to register. (Complete and submit Training Registration form.)

NINAETC/477 reserves the right to edit workshop titles and descriptions and to combine similar proposals into one session. Because the committee may receive more proposals than can be accommodated in the limited time and space available, not all proposals will be accepted.

Please submit Workshop Presentation Proposal to NINAETC/477 Workshop Committee, 738 North Market Boulevard, Sacramento, CA 95834, email (scanned) to training@cimcinc.com, or fax to (916) 641-6338 by **January 31, 2020**. For information, call (916) 920-0285.



Part I – Workshop Presentation

This information will be used in the 41st National Indian and Native American Employment/PL 102-477 Training program booklet. *Please identify yourself and describe your workshop as you would like it to appear in the training 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/477, 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.

Workshop Title:

Workshop Description (*subject to editing due to space limitations*):

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Part II – Workshop Requirements

Workshop:

Primary Presenter:

AUDIO-VISUAL / TRAINING NEEDS CHECK ALL THAT APPLY:

PRESENTER WILL BE PROVIDING OWN EQUIPMENT. PLEASE LIST ALL EQUIPMENT NEEDED **TO BE PROVIDED BY COMMITTEE:**

MICROPHONE(S) NEEDED

WIRED

WIRELESS

SOUND CAPABILITY NEEDED FOR VIDEOS, ETC. OTHER:

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

___ CLASSROOM



___ THEATRE



___ ROUNDS



___ U-SHAPE



An effort will be made to provide presenter(s) with preferred room set-up; however it is not guaranteed.

ELECTRONIC DOCUMENTS

ELECTRONIC DOCUMENTS ATTACHED TO PROPOSAL

ELECTRONIC DOCUMENTS WILL FOLLOW (NO LATER THAN MAY 15, 2020.)

Electronic documents will be distributed by USB. All hard copies are the responsibility of the presenter.

Part III – Registration

Will you be attending entire training event? YES NO

If NO, please specify dates you will be attending: _____

If YES, please complete Conference Registration form and submit payment.

Part IV – Presenter Biography

Please provide presenter biography for conference program (subject to editing due to space limitations).

Primary Presenter:

Co-Presenter:

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