

Call for Workshop Proposals

Workshop Format

Workshops are 1 hour and 15 minutes, including presenter introductions and question-and-answer time.

All sessions must be educational, sales presentations are not allowed.

Guidelines for Presenters

1. All moderators and panelists must be CCFC members.
2. Panels should consist of one moderator and no more than three total panelists, at least one of which must be from a community college district. Panels may have no more than one presenter per associate member (private sector) company.
3. All workshops are required to have a designated moderator. (Typically this is the person that submits the workshop proposal.) The moderator is responsible for overseeing workshop development, coordinates pre-conference meetings, acts as a facilitator during the actual workshop, and is the point of contact with CCFC staff.
4. All moderators and panelists are required to support the conference through paid self-registration.

Proposal Requirements

The Call for Workshop Proposals will be emailed in April to all CCFC members. Proposals should include:

- Title (maximum 80 characters, with spaces)
- Description (maximum 800 characters, with spaces)
- Four (4) Learning Objectives
- Moderator name and contact information
- Panelist names (if known)
- Continuing Education (CE) credit eligibility (AIA and MCLE)

Proposals at all levels will be considered, from fundamentals to advanced.

The deadline to submit proposals is Friday, April 30, 2021.

Selection Process

Proposal Review Groups consisting of CCFC member volunteers will make recommendations to the Planning Committee. The Planning Committee will make final decisions in July 2021. CCFC Staff will communicate decisions to applicants by July 30, 2021.

Questions?

If you have any questions, please do not hesitate to contact Samantha Campbell at scampbell@m-w-h.com.

Presenter Planning Deadlines and Details

Please mark your calendar with these deadlines, to ensure a seamless educational development process for the Conference.

- **Friday, April 30, 2021 – Workshop proposals due**
- **Friday, July 23, 2021 – Planning Committee completes Workshop selections**
- **July 2021: Attendee Registration opens**
 - All presenters are required to support the Conference through paid self-registration by September 30, 2020.
 - *CCFC Staff will verify all presenters are registered.*
- **Monday, August 16, 2021 – Final session details due.**
 - This is the date final session details are due for the printed Conference materials
 - Title (maximum 100 characters, with spaces)
 - Description (maximum 800 characters, with spaces)
 - Panelist information:
 - Contact information (Full name, entity, e-mail address, phone number)
 - Biography (brief, 1 paragraph maximum)
 - Headshot (professional headshots, JPEG format, size: 300x300 pixels)
 - *CCFC Staff will confirm all presenters are members.*
 - *CCFC Staff will submit applicable sessions for CE credit approval after this date.*
- **Monday, October 4, 2021 – PowerPoint Presentations and/or handouts due.**
 - All presentations must be set to 16:9 aspect ratio and all font sizes should be 22 point or larger, for optimum viewing by attendees at the Conference.
 - This deadline must be met in order for CCFC Staff to post handouts to the mobile app prior to the Conference.

At the Conference / Meeting Room Setup

- A projector, screen, podium and presenter table will be provided, as well as two wired microphones (one at podium and one on presenter table at the front of the room)
- Presenters are responsible for bringing their own laptop to use during the session.
- Each room is setup with classroom style seating in the front half of the room and theater style seating in the back half of the room.
- Each workshop will be assigned a Room Coordinator, to assist with distributing moderator notes and workshop evaluations, and the ability to call CCFC staff for technical assistance, if needed.

Questions?

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