



**MACC Annual Cultural Competence Training Conference
September 18 - 19, 2008
Workshop Proposal Form**

Name of Presenter _____

Presenter's Degree/Credentials _____

Contact Information:

Address _____

Phone _____

Email _____

Technical Support Required:

___ Overhead Projector ___ Laptop ___ LCD Projector ___ Flip Chart/ Markers

___ Other _____

Preferred time and length of the workshop (please check all dates/ times you are available):

Thursday, September 18 morning (1 hr. 15 min) _____

Thursday, September 18, afternoon (2.5 hours) _____

Friday, September 19, morning (1hr. 15 min) _____ or (2.5 hours) _____

Please read and sign the Presenter Agreement (see page 3) and submit it along with:

1. Brief Bio
2. Full CV/Resume
3. Workshop outline
4. Training agenda with breaks
5. Course content Synopsis Sheet (see page 2)
6. One copy of handout materials

Your cooperation in submitting the information requested above in a timely manner is critical in order to provide CEU's for the conference participants.

Course Content Synopsis

Title of Training:

Date(s) and Time (s):

Facilitator Name(s):

Brief Description of Course:

Goals:

1)

2)

3)

Objectives:

At the end of the presentation, participants will be able to:

1)

2)

3)

PRESENTER AGREEMENT

On behalf of my co-presenters and myself should this presentation be selected, I/we agree that:

1. Participation in the program will exempt presenters from paying registration fees if attending other conference sessions.
2. MACC does not cover vendor related issues, should you wish to provide a vendor booth for the conference. All set-up and take down displays will be the responsibility of the vendor themselves and MACC is not responsible for lost, stolen or damaged items.
3. Appropriate "Releases of Confidential Information" have been obtained for all client materials that will be used or recorded as part of this presentation. The responsibility for protecting client confidentiality rests with the presenter(s).
4. Presenter(s) will be responsible for informing MACC as to needed audio-visual equipment and/or handouts or may bring their own. MACC does not provide power point equipment.
5. MACC asks that presenters forward any materials they wish copied for their presentation at least 45 days prior to the conference date to allow time for said copying to occur.
6. Individuals understand that while preferred times can be requested, the MACC conference committee has the right to arrange the workshops to allow ample workshop opportunities for all participants. You will be notified of your scheduled workshop timeframe at the time of your confirmed workshop acceptance.
7. Individuals submitting or included within this proposal have agreed to be present in Columbus, Ohio September 18 and/or 19, 2008, at the 2008 MACC Annual Conference and conduct their proposed presentation on the scheduled date and time listed.
8. Presenter(s) allow to video record their presentation.

DEADLINE FOR SUBMISSIONS: JUNE 31, 2008

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Proffered Contract Number: _____

Please submit by June 31, 2008 to Charleta B. Tavares, MACC Executive Director ctavares@maccinc.net or mail to 691 N. High Street, Suite 304, Columbus, Ohio 43215.