



# 2018 CALL FOR PRESENTATIONS

## Maine Volunteer Leadership Conference

October 15, 2019

University of Maine, Orono, ME

Since 1986, Maine leaders of volunteers and their partners have gathered at this conference to network, learn, and share tales of their journey. Formerly known as the Blaine House Conference on Service and Volunteerism, **the new identity** reflects both the purpose and the participants.

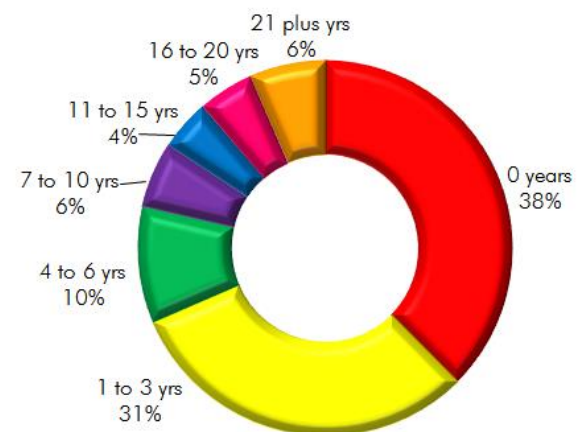
The conference has a long tradition of mixing local peer presentations with sessions led by regional and national innovators. With the exception of the key note speaker, all the out-of-state session presenters donate their time and only accept reimbursement for travel and lodging. Maine presenters donate both time and travel to support their peers.

### Who attends?

Last year, 234 people attended the conference.

- 69% had less than 3 years' experience managing volunteers.
- 58% worked in were leaders of community-based volunteer programs
- 42% were serving in AmeriCorps, "apprenticing" to be future managers of volunteers.
- 71% of all attendees had 8 hours or less volunteer management training in the prior year.

Years of Volunteer Management Experience



### Conference date/location

Tuesday, October 15, 2019

8:30 a.m. to 4:30 p.m.

University of Maine - Orono, Stillwater Ave., Orono, ME

**Organizer.** The Maine Commission for Community Service with the Conference Planning Committee. Conference details and presenter application instructions can be found at [VolunteerMaine.org](http://VolunteerMaine.org)

### Propose a Session!

Submit by: June 10, 2018 online at 5:00 pm.

How to submit: Online using link on [VolunteerMaine.org](http://VolunteerMaine.org) or copy this url into browser for direct connection: <https://www.surveymonkey.com/r/mvlc-cfp> . More detailed instructions are later in this document.

Conference organizers are especially interested in sessions that will help conference participants effectively engage volunteers in programs tackling thorny community problems.

**Decisions.** The planning committee will review and select proposals immediately. All respondents will be notified by email before June 30.

**Presenter Benefits.** The Maine Volunteer Leadership Conference models the service values of the field when it comes to peer-to-peer training and support. Conference presenters share their expertise *pro bono* and are recognized for their in-kind contribution.

- Conference registration fee is waived for presenters who want to attend sessions.
- Presenter profiles are featured in all promotional materials: registration website, social media promotion, and onsite materials.
- Out-of-state presenters have the option of presenting by videoconference to accommodate their schedules.
- Out-of-state presenters will have travel expenses and up to 2 nights lodging at the University Inn covered by the conference.

**Conference Sessions.** Organizers aim to meet the needs of volunteer managers and service-learning educators with wide ranging experience.

- Novice or intermediate level volunteer managers discover the complexity of issues that seem simple and seek to apply new learning to scenarios in ways they can immediately use.
- More advanced volunteer program staff want to learn about emerging issues, explore advanced topics, take current skills to new levels, and move towards being an expert in the field

Typical Session Attendance: 15 – 30 people

Session time: 

- single session is 75 min total – 50 min. active instruction; appropriate for overviews or introductions;
- seminar session is 150 min total – 135 min. active instruction; best option for developing skills, knowledge

Presenters who propose to use case studies, scenarios, work groups, and peer information exchange to augment the inevitable moments of direct instruction have the greatest impact. Therefore, the selection committee will be reviewing proposal descriptions for evidence of multiple strategies.

Session proposals must be designed to help individuals increase specific competencies for managers of volunteers. To review the competencies and the progression through skill levels, use this url - <http://tinyurl.com/jsbctma>

Presenters receive positive evaluations when they

1. give participants opportunities to apply new information, concepts, and skills to their work situation during the session;
2. have an interactive, hands on elements;
3. incorporate the principles of adult learning and effective teaching for adults;
4. provide reference materials participants can read or consult after the session.

## Presenter Requirements:

To be selected, presenters must provide convincing evidence they have

1. a solid understanding of volunteer programming and volunteer administration;
2. strong qualifications (experience, knowledge, skills and abilities) in the topic area;
3. strong oral communication skills and a capacity to train or teach effectively;
4. an understanding of the various ways adults learn (reflected in the workshop design);
5. an advanced understanding of the principles, current issues, and best practices of the volunteer community service field or service-learning approach to teaching/learning;
6. evidence (through references) that prior workshops have succeeded in meeting the outcomes identified for participants.

**Please note** the most frequent evaluation feedback about workshops is that the content of the session was not in alignment with the published description. Attendees consistently have high expectations.

## Submitting Proposals:

All session proposals must be submitted through the online form. The outline below is intended to help you plan and prepare a workshop. You are strongly advised to keyboard the information requested in a word document first and then cut/paste the information into the web form.

The online form can be found on VolunteerMaine.org or by entering this url:

<https://www.surveymonkey.com/r/mvlc-cfp>

Submission deadline: June 10, 2019

## Proposal Content:

### 1. General Session Focus

Skill Level, Topic or skill on which session focuses

### 2. Lead presenter Information.

Name, Company/Organization, Professional Title, Address, Email, Daytime phone

3. Describe presenter qualifications as they relate to the session topic and provide a brief bio for use in conference materials if session is chosen. (600 character limit.)

4. Add a co-presenter? [Note: Sessions may have up to 3 presenters – leader presenter and 2 co-presenters. If the answer is “yes,” the same fields as #2 and #3 above appear; if “no,” the form skips to #5.]

5. Propose a title for your workshop

6. Session type. Active instructional time in the conference blocks are 50 minutes for single sessions; 1.35 for seminar sessions. Single sessions are appropriate for overviews or introductions. Seminar sessions are best when the participants can develop skills or strong understanding of the issue.

7. List the learning objectives for the session and explain how these relate to the volunteer manager competencies for the skill level you identified in #1.

### 8. Three Sentence Workshop Pitch.

Provide a short description of the session -- a "sound bite" advertisement. **Sell it** in 600 characters! This will be used in conference registration materials and is your opportunity to attract conference goers to your session.

9. Session Plan. Please outline your presentation content and methods. Include a timeframe. If several trainers are working together, please identify what material will be covered by each person.

10. Do any presenters require any special equipment or space to conduct this session?

Note: The conference facility is equipped with internet access, LCD projectors, white boards or blackboards, flip charts and markers. Videoconferencing/Skype connections can be arranged.