Presenting at the 2013 Symposium

There are three general ways to present and/or facilitate discussions at the symposium:
1. Present a **workshop on a topic** for the symposium program related to our theme and sub-themes. If you would like to present on a topic not related to our theme or sub-themes, please indicate the relevance of the topic to training evaluation.
2. Present a hands-on **skill-level presentation** for the symposium program on a topic related to our theme and sub-themes. If you would like to present a skill not related to our theme or sub-themes, please indicate the relevance of the skill to training evaluation.
3. **Facilitate or comment on** one of the accepted workshops.

Proposal Guidelines

Submit a 300-word (or less) proposal on either a Topic or Skill Workshop related to our theme and sub-themes to Leslie Zeitler at lzeitler@berkeley.edu. If you propose a topic not related to our theme or sub-themes, please indicate the relevance of the topic to training evaluation. Topical workshops will be 60 to 90 minutes in length, and skill workshops will be 90 to 120 minutes in length. The Steering Committee will make the final decision as to the length of the session.

If you would like to present an evaluation skill not related to our theme or sub-themes, please indicate the relevance of the skill to training evaluation. We would like to encourage participants to submit proposals that contribute to the development of attendees’ skill level on a child welfare training evaluation topic.

Regardless of the type of presentation you may be selected to present, please avoid preparing didactic, lecture-focused, conference-like presentations that are read from a PowerPoint™ presentation. You will, however, be required to submit an article or a written document based on your presentation to be published in the 2013 – 16th annual symposium proceedings.
Submit your 300-word proposal in the appropriate format outlined below to Leslie Zeitler at lzeitler@berkeley.edu by March 1, 2013. You will be notified by April 1, 2013, if you are selected either as an individual presenter or as part of a panel. All presenters and facilitators must register for the symposium and pay all registration fees. All travel and per diem expenses are the responsibility of the selected presenters and facilitators.

**Submission Instructions for Prospective Presenters and Facilitators**

Please provide us the following information in a separate WORD document. All Part information is required as requested. Save your document with your last name (e.g., Zeitler_2013.doc) and email it to Leslie Zeitler at lzeitler@berkeley.edu by March 1, 2013.

1. **Topic Workshop Proposals**
The Steering Committee is accepting proposals for topic-related workshops. Please understand that the Steering Committee may aggregate some proposals and suggest that they be presented in a panel format as a condition of acceptance. For new participants or presenters, keep in mind that one of the goals of this symposium is to encourage a climate of discourse and critical assessment of evaluation strategies and methods. This includes recognition of successes, as well as setbacks and difficulties, as part of the learning process.

**Part A — Presenter Information Format for Topic Workshop Proposals**
- Lead author (title and name):
- Affiliation:
- Organization:
- Mailing Address:
- E-mail:
- Telephone:
- Additional author/s (title and name):
- Affiliation:

**Part B — Topic Workshop Information Format**
In your saved document with the Part 1 information, please provide the following information. The abstract narrative you provide forms the basis for the committee selection of workshops and it will be used to describe your workshop.

- **Title of the workshop:** (15 words or less)
- **Key Words:** (3-4 words)
- **Abstract:** (300 words or less in a narrative format) Please use the following as a guide for the narrative. Not all aspects of the guide may be relevant to your topic workshop.
  - **Background:**
    - The context of the workshop
    - Relationship to the conference theme or sub-themes
• **Purpose of the workshop:** *If you are reporting research or evaluation results use the following guide*
  ▪ What is/are the question/s?
  ▪ What methods were used to study the question?
  ▪ Qualitative or quantitative or mixed method
  ▪ Design (e.g., case study, exploratory, survey, randomized controlled trial)
  ▪ Sample
  ▪ Method of data collection (e.g., interviews, secondary data analysis)
  ▪ Instruments

• **Purpose of the workshop:** *If you are reporting on, or analyzing a policy, or you are describing an evaluation program or system, a project, or a unique training intervention use the following guide*
  ▪ A short description of target population (e.g., clients, agencies, other partners)
  ▪ Sources of information you use in your research
  ▪ Instruments, if any, used in analysis

• **Key Findings/Implications/Recommendations**
  ▪ Findings
    ▪ Quantitative findings
    ▪ Qualitative findings
  ▪ Implications and recommendations for
    ▪ Policy
    ▪ Professional practice
    ▪ Training
    ▪ Research or evaluation

• **Key References in APA format**

**II. Skills Workshop Proposals**
The Steering Committee is accepting proposals for skills-based workshops. Please understand that the Steering Committee may aggregate some proposals and suggest that they be presented in a panel format as a condition of acceptance. For new participants or presenters, keep in mind that one of the goals of this symposium is to encourage a climate of discourse and critical assessment of evaluation strategies and methods. This includes recognition of successes, as well as setbacks and difficulties, as part of the learning process.

**Part A — Presenter Information**
Lead author *(title and name):*
Affiliation:
Organization:
Mailing Address:
E-mail:
Telephone:
Additional author/s *(title and name):*
Affiliation:
Part B — Skills Workshop Information

In your saved document with the Part 1 information, please provide the following information. The abstract narrative you provide forms the basis for the committee selection of workshops and it will be used in symposium material to describe your workshop.

- **Title of the workshop:** (15 words or less)
- **Key Words:** (3-4 words)
- **Abstract:** (300 words or less in a narrative format) Please use the following as a guide for the narrative. Not all aspects of the guide may be relevant to your topic workshop.
  - **Background:**
    - The context of the skills workshop
    - Relationship to the conference theme or sub-themes
  - **Purpose of the workshop:**
    - A short description of target population (e.g. clients, agencies, other partners) who could use this skill
    - What is/are the skill or skills to be taught?
    - Why is the skill necessary or important to child welfare practice or training evaluation?
    - Learning objectives of the workshop
    - Projected outcomes
  - **How will you teach and / or evaluate the skill?**
    - Brief description of the workshop’s skill-based activities
    - How would you evaluate the competency of the person to perform the skill in training or on-the-job?
    - Methods to evaluate the skill or skills
    - Instruments to evaluate the skill or skills
  - **Key Findings/Implications/Recommendations**
    - Current questions, struggles and/or resolutions that you encounter(ed) teaching or evaluating this skill
    - Implications and recommendations for:
      - Policy
      - Professional practice
      - Training
      - Research or evaluation
  - **Key References in APA format**

Expectations of Workshop Presenters

Once your proposal has been selected for either a topic-related or skills-based workshop, prospective presenters must:

1. Submit final presentation materials (handouts, PowerPoint™ presentations, etc.) by May 1, 2013 to Brandie Gilbert at bms27@pitt.edu
2. Adhere to the time limits for their respective presentation formats. Feel free to use PowerPoint™ as part of a brief presentation, but avoid summarizing your entire project during a given presentation.

3. Use a maximum of 10 slides as part of their presentation. Additional slides may be included in handouts, but are limited to 10 during the presentation.

4. Contact your respective facilitators prior to the symposium so that the facilitators can prepare a brief summary of key issues and plan for a discussion.

5. Check in again with your respective facilitators at the symposium if there are any changes or updates to your presentations.

6. Panel presentation participants will be expected to contact each other prior to the symposium to plan discussion questions. The symposium organizers will provide each panelist with contact information for all other panel members. The symposium organizers can provide technical assistance, such as conference call connections and/or facilitation, if requested. (Contact Brandie Gilbert at bms27@pitt.edu)

III. Facilitate or Comment on a Workshop

Facilitators engage the audience in Q&A and discussion, after their assigned presenter(s) completes their workshop(s). If you wish to be considered as a facilitator, please indicate this in your registration form, along with the symposium topic or sub-topics you’ve selected for possible facilitation. Individuals wishing to facilitate must submit their registration by March 15, 2013.

There is a section in the registration form that allows you to prioritize the sub-topic for which you would like to facilitate discussion. You will be notified by April 1, 2013, if you are selected as a facilitator, and if so, as an individual facilitator or with another facilitator.

Expectations of Facilitators:

Prospective facilitators must:

1. Contact their respective presenters/panel members prior to the symposium to be able to provide a brief summary and plan for a discussion. (This contact allows facilitators to complete #3 below.)

2. Check in again with their respective presenters/panel members at the symposium for any updates or changes.

3. Provide a brief, 2–3 minute summary of the key issues raised by the presentations/panels as the structure for fielding questions and encouraging discussions in a given workshop. (Facilitators should have an outline or obtain a list of discussion points from their respective presenters/panel members.)

4. Maintain time limits and encourage Q&A/discussion for their respective presentations.