



## MN Community Education Association Fall Conference 2019 Request for Workshop Proposal Information

Theme: 24/7/365

Dates: October 23-25, 2019

Location: Minneapolis Marriott Northwest

Community Education is the place where youth, families and community members can learn a new skill, stay active and be engaged around the clock. Whether it is before and after school, evenings, or weekends, staff and volunteers work tirelessly to ensure quality, enriching, and authentic ways for all to get and stay connected. We know that inspiration comes to you at all times of the day and night and your passion for this work is never-ending. So, join us to share your great ideas, new learnings, and successful programs and approaches with your colleagues around the state.

### Session Types:

- **Spark:** 30 minute sessions, these may be quick informational sessions, an opportunity to showcase a great idea, an opportunity for brief sharing with specific takeaways
- **Breakout:** 45 minutes to 1 hour in length, these sessions may be a mix of hot topics (and your solutions/ ideas!), panel groups, or shorter options for collaborative learning
- **Workshop:** 1.25 hours in length, these sessions could be more in-depth learning opportunities, multi-program/district panels, may include hands-on learning experiences or other ways that attendees will be involved throughout the session

### Potential Session Tracks:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> ABE                   | <input type="checkbox"/> Early Childhood        | <input type="checkbox"/> Marketing          |
| <input type="checkbox"/> Adult/Senior Programs | <input type="checkbox"/> Equity                 | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Advisory Councils     | <input type="checkbox"/> Facilities             | <input type="checkbox"/> Youth Programs     |
| <input type="checkbox"/> Athletics/Recreation  | <input type="checkbox"/> Finance                | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Aquatics              | <input type="checkbox"/> Leadership Development |   |

**Deadline for Proposals: Friday, March 29, 2019**

Submit Proposals to:  
mceaconf2019@gmail.com  
Fax: 651-407-7502

# Request for Workshop Proposal Form

MCEA 2019 Fall Conference

Presenter: \_\_\_\_\_ Title: \_\_\_\_\_

Program Name/Employer: \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Presenter (if applicable): \_\_\_\_\_ Title: \_\_\_\_\_

Program Name/Employer: \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\*Add more names if necessary

Session Title: \_\_\_\_\_

## Which session type best describes your proposal?

Spark (.5hr)     Breakout (.75-1hr)     Workshop (1.25hr)

## Session Description

Provide a brief description of your presentation as you want it to appear in the conference program.

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## Key Take Aways

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## Mark your 1st & 2nd preferences for presenting

AM-Wednesday  
 PM-Wednesday  
 No Preference-  
Wednesday

AM-Thursday  
 PM-Thursday  
 No Preference-  
Thursday

AM-Friday (1 hr)

No Day or Time  
Preference

## Would you be willing to present more than once?

No  Yes → List your availability: \_\_\_\_\_

## Will you have a handout?

No  Yes → Email a pdf to [mceaconf2019@gmail.com](mailto:mceaconf2019@gmail.com) by October 1 so it can be included in the conference app. If you cannot make the app deadline, bring 30 copies per session to your presentation

## Biography

Provide a brief description of your experience related to your topic area/s to be used in your intro.

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Indicate here if you will need:  Projector & Screen  Speakers  Power Outlet & Table

Please plan to bring any additional items you may need: flip chart, Mac adapter, etc.

**Please return proposal(s) and session outline(s) by  
Friday, March 29 to [mceaconf2019@gmail.com](mailto:mceaconf2019@gmail.com)**

Thank you for ensuring this event is a memorable and valuable experience for all!