



2004 International Conference on Volunteer Administration

JOURNEY OF DISCOVERY

CHARTING YOUR COURSE

Request for Proposals

The Program Committee for the 2004 International Conference on Volunteer Administration welcomes proposals related to career development and personal growth, program development, ethics, diversity, innovative practices in volunteer resources management, technological applications, and the overall strengthening, supporting, and promoting of the field of volunteer administration.

Sponsored by



Association for Volunteer Administration



2004 International Conference on Volunteer Administration

Sponsored by the Association for Volunteer Administration, this annual conference is a premier training and networking opportunity for leaders in volunteer resources management from around the world. The conference offers networking opportunities, career development, professional and personal growth, and best practices in volunteer administration and program development.

Presenters have opportunities to share their expertise, skills, and experience with leaders of volunteer efforts who are involved in all aspects of volunteer administration. Conference participants include managers of volunteer resources, program administrators, directors of employee volunteer programs, volunteer center staff, and researchers. Their work settings are as varied as their job titles: museums, schools, hospitals, parks, places of worship, libraries, government agencies, and a variety of non-profits.

CONFERENCE PRESENTATION FORMATS

The conference program is designed to incorporate several levels of instruction – Basic, Intermediate, and Advanced.

Levels of Instruction

- *Basic* for participants with minimum experience, usually less than two years in the profession or with the topic.
- *Intermediate* for participants who have prior experience and knowledge and want to enhance their skills; designed for those with 2-5 years of experience in the profession or with the topic.
- *Advanced* for participants who are experienced and want to explore cutting-edge issues in the field; designed for those with over 5 years of experience in the profession or with the topic.

Presentation Formats

- *Institutes* are 3-hour sessions offering intensive, comprehensive training on specific topics.
- *Workshops* are 90-minute sessions presenting an overview of the topic and examples of implementation.
- *Consultations* are 90-minute sessions for small groups (12 or less) providing individualized technical assistance in a specialized area.

PRESENTATION BENEFITS AND GUIDELINES

Conference presenters will receive:

- New opportunities to showcase a program, organization, service.
- International visibility and recognition.
- Access to a diverse and enthusiastic market.
- A \$50 US honorarium per hour of presentation (shared equally if there is more than one presenter).

Conference presenters are expected to follow these guidelines:

- Presenter is responsible for all travel-related expenses.
- Presenter is responsible for providing all presentation materials and handouts.
- Presenter agrees that by submitting a proposal, s/he demonstrates the intent to fulfill that role at the conference, if selected.
- Presenter is expected to present information relevant to an international audience.



SELECTION CRITERIA

Proposals will be selected by the Program Committee based on the following criteria:

- Potential to attract and stimulate attendees.
- Clarity of proposal content and presentation methods.
- Emphasis on adult learning techniques.
- Potential for practical application.
- Relevance to cutting-edge trends, issues, and global appeal.
- Originality and creativity in content and format.
- Experience and qualifications of presenter(s).

SUBMITTING A PROPOSAL

Proposals will be accepted in any of the following formats:

- Completed form downloaded from the AVA web site at www.AVAintl.org (preferred).
- Typed, electronic submissions via e-mail in Microsoft Word format (preferred).
- Computer-generated or typed, sent by fax or regular mail.

Please submit the following information, in the order listed, numbering each item. This is required in order for AVA to grant Continuing Education Units for conference sessions.

1. Primary presenter's name (include all other presenters) title, organization, mailing address, daytime phone, fax number and email address.
2. Title of session
3. Type of presentation format (Institute, Workshop, Consultation).
4. Presentation instruction level (Basic, Intermediate, Advanced).
5. Minimum and maximum number of participants you prefer. (Your flexibility is appreciated. Final decision regarding workshop size will be based on hotel space availability.)
6. A 2-3 sentence description of the session to be used in the printed registration booklet.
7. A 50-word description of your presentation to be used on the AVA web site. The description should provide a clear overview of the session. Include training techniques/methods that will be used.
8. At least 3 measurable learning objectives for the session and how they relate to competencies needed by volunteer resources professionals.
9. Specify any audiovisual equipment needed including flipchart, overhead projector, slide projector, and screen. LCD equipment is available at presenter's expense.
10. Brief summary of presenter(s) qualifications and relevant experience. Include dates and topics of presentations at other conferences. If this session has been presented at an AVA conference in the past, please indicate. List any formal education or training received and any publications or professional credentials. This information should not exceed 1 page.

DEADLINE FOR PROPOSAL SUBMISSIONS

All proposals must be received no later than **December 15, 2003**. All proposals will be reviewed by the Program Committee. All persons submitting proposals will be notified if their proposal has been accepted or declined. Proposals received after the deadline will be reviewed **ONLY** if additional presentations are needed.

Submit proposals to:

2004 International Conference on Volunteer Administration

Request for Proposals

Attn: Kevin Kelley, Program Division Co-Chair

Camp Fire USA Mt. Hood Council

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Gladstone, OR 97027 USA