



2018
**FAIR HOUSING
+ CIVIL RIGHTS
CONFERENCE**

Workshop Proposal Packet

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CONFERENCE**

APRIL 12 – 13, 2018

**SHERATON MONARCH PLACE
SPRINGFIELD, MA**

The focus of the **Fair Housing + Civil Rights Conference** is on formulating plans of action to effectuate change on a local and national scale, including innovative policies, programs, practices, success stories, or developing issues from across the entire spectrum of civil rights hot topics. This is an excellent opportunity to share your program developments and new ideas with this conference community of over 600 multidisciplinary professionals who, like you, are working to improve and protect the rights of Americans nationwide.

We hope you will participate this year as a presenter!

Please use this packet to draft your submission and then use the link at the bottom of this page to submit your application, or email this document to **H Harrison, Conference Coordinator** at info@fhcrconference.com. If you have any questions about the application, please see the **FAQ** at the end of this packet, or call: **413-238-1222**.

DEADLINE

The deadline to submit a workshop proposal is **Friday, December 1, 2017**. However, our capacity for workshop sessions is limited and will be accepted on a rolling basis, so please submit your proposal as soon as possible.

Proposals submitted by December 1 enter the peer review process and presenters will be notified of their acceptance on a rolling basis by December 29.

WORKSHOP INFORMATION

Time: There are three workshop sessions available. Please indicate your choice on the application.

Session A - Thursday 4/12 – 10:45AM – 12:15PM (90 minutes)

Session B - Thursday 4/12 – 3:30PM – 5PM (90 minutes)

Session C - Friday 4/13 – 9:00AM – 10:30AM (90 minutes)

Format: **Workshops are 90 minutes in length**. Additionally, you may propose a “Part 1” & “Part 2” workshop series for a total of 180 minutes over two sessions. We ask that the content of the workshop covers 60-70 minutes followed by 15 minutes for Q&A with the audience and 2 minutes to complete the workshop evaluation. Presentations can be in numerous forms: Lecture style, panel discussion, group exercise, roundtable, etc.

Note: if you are planning a panel discussion, please provide names of the intended participants. The conference committee recommends no more than 4 speakers plus a moderator for your panel.

A/V: Please indicate if you will be using a PowerPoint presentation, if your presentation will require internet, audio for your presentation, microphones for your speakers, podium, table, or a laptop.

Materials: You will be required to provide copies of all of your materials for all of your registered attendees. **You will be given a final headcount for your workshop by Friday, March 30.**

Continuing Ed Credit: Please indicate if your workshop qualifies for continuing education credit (C.E.), what professional field, the accrediting body, and the number of credit hours earned.

[Click here to submit](#)

Or, complete this packet and return it via email to H Harrison at info@fhcrconference.com.

FREQUENTLY ASKED QUESTIONS

How do I submit a workshop proposal?

Please use the button above to submit your proposal via our online form or complete this application form and return it via email to H Harrison at info@fhcrconference.com.

What is the deadline to submit a proposal?

The deadline to submit a workshop proposal is Friday, December 1. However, our capacity for workshop sessions is limited and will be accepted on a rolling basis, so please submit your proposal as soon as possible.

When will I find out if my workshop is accepted?

Proposals submitted on or before Friday, December 1 enter the peer review process and presenters will be notified of their acceptance via email between December 4 – December 29.

Is there a cost to submit a proposal or to present a workshop at the conference?

There is no fee to submit a proposal and it is free to present your workshop at the Conference. If your workshop is accepted, you will be responsible for providing copies of all materials to your attendees. Reimbursement for some expenses may be possible. Workshops must be offered for free to the public.

When and where is the Fair Housing + Civil Rights Conference being held?

#2018FHCRC is taking place on Thursday, April 12 – Friday April 13, 2018 at the Sheraton Springfield Monarch Place Hotel, in Springfield, MA.

Why should I present a workshop?

Presenting at #2018FHCRC provides you with an unparalleled opportunity to share new ideas or highlight noteworthy projects, research and practices with other professionals who work in civil rights, government, and the non-profit and private sectors. Presenting at the largest and longest running civil rights conference also earns you recognition as an expert in the field at the conference and beyond.

Who typically presents workshops?

Presenters at #2018FHCRC include everyone from advocates, attorneys, government agencies, and activists across all of the major sectors of civil rights employment and housing: HR, healthcare, housing, aging, law enforcement, policy, litigation, more. Students who are doing research on discrimination-related topics are also encouraged to present. Practitioners, agency heads, and legal professionals have been a part of the faculty, along with academicians and direct service providers.

What topics are being considered?

As the largest multidisciplinary conference on civil rights in the Northeast region, the Fair Housing and Civil Rights Conference covers a wide range of topic areas, creating a virtually limitless field of opportunity for presenters. #2018FHCRC welcomes all interested presenters to submit proposals, particularly encouraging those outlining fresh and useful strategies for addressing widespread civil rights issues.

You will be asked to choose from the following topic areas when submitting your proposal:

- Housing
- Employment
- The Justice System
- Healthcare
- Poverty
- Race
- Education
- LGBTQ+
- Aging
- Disability
- Diversity & Inclusion
- Cultural Competency
- Policy, Advocacy & Ethics
- Religion, Spirituality & Meaning
- Networking / Business Development

Am I automatically registered if I am approved to present a workshop?

NO. *You must still register to attend the conference separately* as an attendee in order for us to know your meal preference and additional workshop selections.

Can I withdraw my proposal after the submission deadline?

Withdrawing your proposal is highly discouraged. If you must cancel your workshop, you must inform the Conference Coordinator in writing **before 1/1/18** at info@fhcrconference.com.

Primary Presenter / Moderator - Contact Information

First Name: _____ Last Name: _____

Organization name: _____

Address: _____

City: _____ State: _____ e-mail: _____ phone: (_____) _____ - _____

Workshop Information

Session Title: _____ Length: 90 min. 180 min. (2 parts)

Brief Description: *Please provide a well-defined 3-to 5-sentence description that accurately describes your session in the space below. Remember to re-read your entry and spell-check the text. (500 character limit, including spaces)*

Objectives: *What tangible skills or knowledge will attendees gain as a result of your session? Please list 3 to 5 learning objectives. Please note to make each Objective a concise statement of what your audience will take away from your presentation. For example "Attendees will learn to describe, identify, demonstrate... etc"*

Preferred Time: **No preference / flexible schedule** or **I can only present at the time selected below**

Session A (Thurs. 4/12 10:45AM) **Session B** (Thurs. 4/12 3:30PM) **Session C** (Fri. 4/13 9:00AM)

Session Format: Lecture style Panel Discussion Group Exercise Roundtable Other

If "Other" please specify: _____

A/V: I will use PowerPoint I will NOT use PowerPoint

I will need: Internet Laptop Projector Sound Microphone Podium Table

Select the categor(ies) that best suit(s) your proposed workshop:

- Housing Employment The Justice System Healthcare Poverty Race
- Education LGBTQ+ Aging Disability Diversity & Inclusion
- Cultural Competency Policy, Advocacy & Ethics Religion, Spirituality & Meaning
- Legal Updates Networking / Business Development
- Training Team-Building Other: _____

Co-Presenter #1 - Contact Information Confirmed Pending I will have a co-presenter but don't know who

First Name: _____ Last Name: _____

Organization name: _____

Address: _____

City: _____ State: _____ e-mail: _____ phone: (_____) _____ -

Co-Presenter #2 - Contact Information Confirmed Pending I will have a 2nd co-presenter but don't know who

First Name: _____ Last Name: _____

Organization name: _____

Address: _____

City: _____ State: _____ e-mail: _____ phone: (_____) _____ -

Co-Presenter #3 - Contact Information Confirmed Pending I will have a 3rd co-presenter but don't know who

First Name: _____ Last Name: _____

Organization name: _____

Address: _____

City: _____ State: _____ e-mail: _____ phone: (_____) _____ -

Co-Presenter #4 - Contact Information Confirmed Pending I will have a 4th co-presenter but don't know who

First Name: _____ Last Name: _____

Organization name: _____

Address: _____

City: _____ State: _____ e-mail: _____ phone: (_____) _____ -

Co-Presenter #5 - Contact Information Confirmed Pending I will have a 5th co-presenter but don't know who

First Name: _____ Last Name: _____

Organization name: _____

Address: _____

City: _____ State: _____ e-mail: _____ phone: (_____) _____ -