

**2023 Annual MAWD Conference**

It Starts With Us

Empower. Collaborate. Energize

April 26-28, 2023

Branson Hilton Convention Center | Branson, MO

Thank you for your interest in presenting at the 2023 Annual MAWD Conference! Please complete the Session Needs, Session Information, and Presenter Information forms below. **The submission deadline is Sunday, January 15, 2023 at 5:00 pm CST.** Questions can be submitted via email to Donna Brake at Donna.Brake@dhewd.mo.gov.

**HISTORY**

The Missouri Association for Workforce Development (MAWD) is a statewide association that supports career and technical training and workforce development. We are made up of individuals within the training and employment community who seek to enhance partnerships focused towards developing a competitive workforce. [Membership](https://mawd.us/join-us) in MAWD affords an opportunity to interact with other professionals concerning relevant issues in the area of workforce development.

**GUIDING PRINCIPLES**

MAWD’s Guiding Principles are centered around serving all citizens and working to ensure all workers have access to high quality training to obtain and maintain meaningful employment. To learn more about our guiding principles, please see our [Board of Director’s Manual](https://mawd.us/Documents).

**TERMS AND CONDITIONS**

**Cancellation:** MAWD reserves the right to amend the terms of this Request for Proposal (RFP) or to withdraw the RFP at any time.

**Applicant’s Acceptance of RFP Terms and Conditions:** By submitting a proposal, each applicant signifies that the applicant has read, completely understands, and accepts the terms and conditions of the RFP in full.

**Rejection of Proposal:** MAWD reserves the right in its sole direction to reject any or all proposals which do not adhere to the rules or any other part of this RFP. Proposals with incomplete information will not be considered.

**Freedom of Information:** Applicants are advised and acknowledge that all replies received in response to this request will be subject to the Freedom of Information and Protection of Privacy Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

**Confidentiality:** This RFP, or any portion thereof, is strictly confidential and is not to be copied or used for any purpose other than the submission for proposal to MAWD. Any information obtained by applicants as a result of this RFP is not to be disclosed without prior written authorization from MAWD.

**All Handouts Will Be Your Responsibility To Print.** If you would like to make handouts available on our website for participants to print **prior** to the conference all materials must be submitted to Donna Brake (Donna.Brake@dhewd.mo.gov). Submission deadline is no later than **Wednesday, March 1, 2023**, to be uploaded to the MAWD website. Handouts and slideshows can be published on our website following the conference for attendees’ use also.

**SUBMISSION PARAMETERS & POLICIES**

* Submit a 60-minute professional presentation on a topic of successful outcome that has been achieved by your program or agency following the guidelines listed in the RFP application. Content must be information and educational; sales pitches will not be considered.
* The primary presenters will be notified whether their presentations have been accepted as soon as possible, with our target being the end of February. MAWD’s Professional Development Committee will evaluate each RFP submitted by the deadline based solely on the information submitted.
* MAWD will only communicate with the primary presenter. It is that person’s responsibility to keep any co-presenters informed about acceptance decisions, scheduling, registration deadlines, and presentation needs.
* The number of proposals submitted by any one individual/organization is limited to four and no more than two are accepted for each individual/organization.
* Once a proposal is accepted, no changes to speakers or workshop content will be allowed without prior approval. Workshop titles, descriptions, and speaker bios may be edited slightly at MAWD’s discretion to prepare the conference program.
* All presenters are responsible for their own travel and lodging expenses. The registration cost for presenters attending the conference will be at a reduced rate of 50% of standard cost.

**TOPIC(S) THE WORKSHOP COULD ADDRESS:**

* **Business Services:** Addresses the needs of individuals who work with employers across all partner organizations. *Examples:* sales techniques, work-based learning, business services, hiring practices.
* **Services Available to Individuals with Barriers to Employment:** *Examples: individuals with disabilities, justice-involved, individuals with limited-English proficiency.*
* **Job Seeker Services**: Addresses the needs of individuals who work with citizens to obtain and retain self-sufficient employment. *Examples:* common skills, assessments, career pathways, resume preparation, interviewing techniques, career portfolios.
* **Management/Compliance Services:** Addresses the needs of individuals who provide management services such as fiscal, monitoring, regulatory compliance, supervision, and executive leadership. *Examples:* technical assistance needs for workforce development staff/boards, leadership development, fiscal management.
* **Specialty Partners and/or Programs:** Addresses the needs of individuals working with partner programs in seeking services or highlights new workforce programs being implemented. *Examples:* AARP, Trade Act, AEL, DES, SkillUp, Registered Apprenticeships, Coursera, CompTIA.
* **Theme Related:** Addresses the theme and ideas of this year’s conference (It Starts With Us. Empower. Collaborate. Energize).
* **Virtual Delivery of Services**: Addresses changes to programs, service delivery, and employee mindset in order to service participants more efficiently through the virtual world.
* **Work-Life Balance**: Topics to address work-life balance in the new virtual workforce world. *Examples*: Stress Management, Organizational Techniques
* **WIOA:** Addresses specific topics related to WIOA programs and guidance. *Examples:* WIOA legislative sessions, updates on policies and programs
* **Workforce Professional Services:** Addresses general skills and knowledge applicable to frontline workforce development staff and their partners. *Examples:* Customer flow, motivational seminars, partner relationships, grant writing, fundraising
* **Youth Services:** Addresses the needs of individuals working with youth for the purpose of assisting them with education and employment. *Examples:* Work experience, Eligibility, Individual Employment Plans, Assessment, Case Notes, Supportive services, Career pathways, Pre-Apprenticeships.
* **Other:** Addresses other training programs to assist or inform staff or customers. *Examples:* Working with Special Populations, Safety, Customer Service, DEIB, Success Stories.



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**REQUEST FOR PRESENTATION (RFP) PROCESS**

**Applicants must complete and submit the following RFP Packet, which includes:**

Session Needs & Availability, Session Information, and Presenter Information pages. Keynote presentations must be connected to the conference’s theme and must include pricing information with submission.

Submit completed RFP packet to Donna Brake via email at **Donna.Brake@dhewd.mo.gov**. The submission deadline is **Sunday, January 15, 2023**.

**SESSION NEEDS & AVAILABILITY:**

 **This 3-day conference consists of:**

**Day 1** – Opening mid-day session with Keynote speaker, then workshop-style presentations in the afternoon.

**Day 2** – Workshop style presentations 75 minutes each (60-minute presentation with 15 minute Q&A) with an awards luncheon between morning and afternoon sessions.

**Day 3** – Morning general session followed by the annual membership meeting.

Please indicate your availability for scheduling, should your presentation be selected. MAWD will notify you of your assigned date, time, and room information as soon as it is available.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Available** | **Not Available** |
| **Wednesday, April 26** | **PM** |  |  |
| **Thursday, April 27** | **AM** |  |  |
| **Thursday, April 27** | **PM** |  |  |

Wi-Fi, screen, and a projector are provided in each room. Please bring your own computer, connection cords, and any additional supplies (chart paper, markers, pens, etc.) needed for use during your presentation. If you cannot provide your own equipment, please indicate your needs below and we will try to accommodate your needs:

☐ Laptop ☐ Other (describe below)

**Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SESSION INFORMATION PAGE**

**Session Title:**

*Try to create a title that is relevant to the theme and will catch the attendee’s attention*

**Topic of Workshop:**

*Explain which topic the presentation is meant to address*

**Presentation Abstract**

*A short (200 words or less), attention-grabbing abstract of the workshop as you would like it to appear in the programs.*

**Presentation Description:**

*Include a complete description of the workshop or presentation* proposed, including:

* Assistance/collaboration between other agencies or partners
* Information and resources used
* Important background information on the program or project
* Learning objectives participants could expect from attending the workshop
* Description of handouts or materials
* Other relevant information about your topic or presentation
* Relationship of your information to the conference theme

**Optional:** Sample or link of presenter’s previous work or presentation (workshop handout, YouTube video, etc.) which would allow us to see their presentation content or style

**PRESENTER INFORMATION PAGE**

Complete the following background and biography information as you would like it to appear in our programs. Photographs/head shots of the presenters are recommended and can be included with the proposal, but are not required.

|  |  |
| --- | --- |
| Primary Presenter Name: | Co-Presenter 1 Name: |
| Will Presenter be attending the conference or presenting only? | Will Presenter be attending the conference or presenting only? |
| Title: | Title: |
| Agency: | Agency: |
| Email address: | Email address: |
| Phone Number: | Phone Number: |
| Special Dietary Restrictions: | Special Dietary Restrictions: |
| Short biography: | Short biography: |
| Preferred method of contact: |
| Best time to contact: |
| Co-Presenter 2 Name: | Co-Presenter 3 Name: |
| Will Presenter be attending the conference or presenting only? | Will Presenter be attending the conference or presenting only? |
| Title: | Title: |
| Agency: | Agency: |
| Email address: | Email address: |
| Phone Number: | Phone Number: |
| Special Dietary Restrictions: | Special Dietary Restrictions: |
| Short biography: | Short biography: |