

Requests for Proposals (RFP)
NORTHWEST OREGON VOLUNTEER ADMINISTRATORS ASSOCIATION

2009 NOVAA Conference
November 4, 2009
Conference Theme: **In Our Own Backyard**

Proposal Due Date: **June 29, 2009.**

The Northwest Oregon Administrators Association, requests your participation in this Conference. The conference is designed for volunteer managers who mobilize volunteers to support causes- health care, public parks and libraries, youth activities, the environment, the aging and many more. The conference will be held in Portland.

The conference theme, **In Our Own Backyard** is in reference to engaging **local resources** as presenters for the conference. Now is the time to submit proposals for the **90 minute** workshops. Compensation of \$100 Honorarium.

Focus areas: Measuring impact and assessing volunteer projects; Designing excellent volunteer training; Managing difficult behaviors of volunteers; Recruiting and managing diverse groups of volunteers; Training staff to work with volunteers; Recognition- new ideas with multigenerational approach; Gen Y focus.

PROPOSAL CONTENT: Please submit the following information, in the order listed, numbering each item. Proposals will be reviewed by the Annual Conference Program Committee. All proposals will be acknowledged upon submission, and writers notified if their proposal has been accepted or declined. Proposals received after the deadline will be reviewed only if additional presentations are needed.

1. Presenter's name, title, organization, mailing address, telephone numbers, fax number and email address
2. Title of session
3. Presentation instruction level – Basic or Advanced Participants (3+ years experience)
4. Focus area
5. Minimum and maximum number of participants you prefer (minimum of 10)
6. Write a **100-word description** of your presentation to be used for Conference advertising. The description should provide a clear overview of the session. Include training techniques and methods that will be used; at least 2 measurable learning objectives for the session and **workplace application** by volunteer managers. The committee is looking for proposals that are interactive, innovative and offer activities that are supported by handouts or leaning aids.
7. Specify any audiovisual equipment needed, including flipchart, overhead projector, LCD, and screen.
8. Give a brief summary of presenter(s) qualifications and relevant experience. Include dates and topics of presentations at other conferences. List any formal education or training received and any publications or professional credentials. This information should not exceed 1 page.

Notified of proposal status by **July 31, 2009**

SUBMIT PROPOSALS TO: jennifercbrown@gmail.com
SUBJECT LINE: NOVAA Conference Proposal 2009