



April 17-18, 2018

For Career Practitioners, Educators, School Counsellors and HR Professionals

Travelodge - Saskatoon, SK

www.contactconference.ca

CALL FOR PRESENTERS

We proudly invite you to submit your proposal for our 14th Annual Contact Conference with this year's theme: ***Investigate. Educate. Activate!*** This theme allows us to explore career development from **16** different areas of interest:

Effective Career Counselling/Coaching Techniques

New Technology/Tools/Trends

Current Research, Theory and Methodology

Labour Market Information

Self-Care for Career Professionals

Employment/Training Programs (Community, Government, Industry)

Mentorship

Entrepreneurship & Self-Employment

Career Education K-12/Post-Secondary

Employee Recruitment & Engagement

Workforce Planning & Development

Career Development for Indigenous People

Career Development for Mature Workers

Career Development for Immigrants and Refugees

Positive Psychology, Mental Health and Resiliency

Other (please specify) _____

We are currently looking for presenters to apply to be part of this year's conference with the following formats:

- **Interactive** - using demonstrations, discussions and/or lectures (**75 minute session**)
- **Hands-on** – Intended to actively engage participants over fifty percent of the session time, dealing with programming, best practices, and obtaining new skills. (**75 minute session**)

INSTRUCTIONS FOR SUBMISSION

1. Proposals must be received by **TUESDAY, OCTOBER 10, 2017** by one of the following:
 - a. Electronic submissions are preferred – please send to: admin@saskatooniec.ca
 - b. Fax submission to: Saskatoon Industry-Education Council at 1.306.657.3999
 - c. If you require further information, phone Shana Stewart at 1.306.683.7773
2. A confirmation of receipt of application and subsequent communication will be sent to the contact person listed on the application form.
3. By submitting a presentation proposal, it is understood that the presenter(s) agree(s) to present and to participate as proposed.

4. As a presenter, you will have the opportunity to attend the Contact Conference free of charge on the day of your presentation(s). This includes the option of breakfast and lunch. If you would like to attend the full-conference, you will be charged the one-day conference rate.
5. Write an accurate program description, as you want it to appear in the final program. Please include a high-resolution head shot and bio for each presenter. This will be used for both the website and the program. One of the biggest disappointments is attending a session that is not what you thought it was going to be! Try and stay within the theme.
6. The Contact Conference Planning Committee reserves the right to make edits but will consult with you before changes are made.
7. The Contact Conference Planning Committee may accept more than one proposal from a single presenter/group. This will be determined on a case-by-case basis given the number of presentation proposals available and the mix of topics submitted.
8. The Presenter is responsible for making copies of their handouts/presentations for distribution to session participants.
9. Presenters are invited to submit summary reports and copies of their presentations/handouts for possible publication on the www.contactconference.ca website and/or for electronic distribution.
10. Support will be provided to presenters requiring audio-visual equipment. Your request **MUST BE PRE-APPROVED** and the Conference Committee will attempt to accommodate your request.
11. By submitting a presentation proposal, it is understood that the presenter(s) agree(s) to be part of an evaluation process that asks conference participants to evaluate each session they attend.

Thank you for your interest in our conference. We look forward to your submission.



PRESENTATION DETAILS

Please provide all details as you want them to appear in the final program. All information must be completed by **MONDAY, OCTOBER 10, 2017**. The organizers encourage presentations aimed at different levels of knowledge: introductory, intermediate or advanced.

TITLE OF SESSION: (Please be brief but interesting)	
NAME OF PRESENTER(S)	
Name of Contact Person: _____	
Organization: _____	
Address: _____	
City: _____ Province: _____ Postal Code: _____	
Phone Number (work): _____	
(cell): _____	
Email address: _____	
Description of Session: <u>(100 words or less as you want it to appear in the program)</u>	

Style of Presentation (Please check):

Interactive (75 minutes)

Hands-on (75 minutes)

Other (please explain) _____

No. of participants you can accommodate: 25 25 – 50 50+ No preference

Check off which conference theme your presentation falls under:

Effective Career Counselling/Coaching Techniques

New Technology/Tools/Trends

Current Research, Theory and Methodology

Labour Market Information

Self-Care for Career Professionals

Employment/Training Programs (Community, Government, Industry)

Mentorship

Entrepreneurship & Self-Employment

Career Education K-12/Post-Secondary

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Workforce Planning & Development

Career Development for Indigenous People

Career Development for Mature Workers

Career Development for Immigrants and Refugees

Positive Psychology, Mental Health and Resiliency

Other (please specify) _____

Brief Biography of Presenter(s):

Please attach a high-resolution head shot of each presenter for the website and program.

Audio Visual Needs:

Do you need Audio Visual equipment? Yes No

If yes, please indicate your requirements. PLEASE NOTE: All AV equipment MUST BE PRE-APPROVED prior to the conference.

Laptop (strongly encourage you to bring your own) Projector

Flip Chart: how many? _____ Speakers

Other (please explain) _____

The Contact Conference Committee posts presentation materials online after the conference.

Do you give permission for your materials to be posted on www.contactconference.ca?

Yes No

Please feel free to attach any additional documentation which would be relevant to the Contact Conference Planning Committee.

Please submit by **MONDAY, OCTOBER 10, 2017 to:**

Shana Stewart, SIEC, by email: admin@saskatooniec.ca or by fax 1.306.657.3999