

Invitation to submit a conference proposal to the

Manitoba Child Care Association's 34th Early Childhood Education Conference

**Winnipeg, Manitoba May 26 – 28, 2011
Victoria Inn**

REQUEST FOR PROPOSALS

The **Manitoba Child Care Association** provides services to our 3700 members, who provide early childhood care and education to well over 20,000 children in the licensed child care system (centres, nursery schools and family child care homes), infant lab schools, family resource centres, and programs offered through Head Start projects in First Nations Communities, etc.

Our 2010 provincial conference attracted over 1380 early childhood educators, child care assistants, students from universities and colleges, faculty members, consultants, government officials, and advocates for children and families.

THE AUDIENCE

- Conference delegates are generally graduates of a diploma level program in early childhood education & care and untrained child care assistants. Many have completed a degree or post-diploma specialty.
- Delegates come from urban, rural, northern and reserve-based communities throughout Manitoba and North Western Ontario.

REMUNERATION

You must select one of the remuneration options

- Donating your time.
- Complimentary advertising within the conference brochure.
- Attending the rest of the conference day at no cost (includes keynote, lunch, 1 workshop)
- Professional fees/honorariums may be paid if requested, but we do make every attempt to keep our conference fees as low as possible. Therefore, willingness to “donate” your time will be gratefully appreciated, and may be considered in the final selection of presentations. Honorariums will be paid to a maximum of two presenters per workshop.

EXPENSES

- MCCA can photocopy your handouts and a master copy must be received at MCCA no later than May 13/11. In order to have workshop handouts we prefer to provide the photocopying.
- Photocopying expenses will be reimbursed up to \$40.00, and a receipt is required. We respect copyright laws, so handouts need only summarize the main points of your presentation with suggested sources for further readings.
- Costs for accommodations, meals, and travel are the presenter's responsibility unless previously authorized by the Professional Development Manager. Non-Winnipeg presenters who are members of MCCA will be eligible for our conference travel/accommodation subsidy. (Manitoba only).

YOUR PROPOSAL

Please refer to the attached RFP form to ensure your proposal includes the information we require. **If you are a first time presenter for MCCA please include your C.V. or résumé**, which demonstrates your credentials (formal or through experience) including a listing of other workshops/lectures you have delivered, and the audiences you have addressed.

- The time slot you prefer: i.e. am or pm or full day. If there is a particular day you are or are not available (Thursday, Friday, Saturday), please specify that day in the proposal. Please indicate if you are available to offer your workshop over multiple days.
- Please indicate on the form your audiovisual needs. The room will only be equipped with the items you indicate. Presenters must provide their own laptops and for those who use a Mac you must also bring your own adaptor cords to connect to the LCD projector. CD/cassette players, VHS Players and slide and overhead projectors are not available.
- **All workshop rooms will be set up theatre style (chairs only). We will be able to accommodate a few workshops with round tables, please indicate on the proposal form if your workshop requires round tables. MCCA reserves the right to change the room set up and will inform the presenter.**
- To accommodate the number of delegates we expect, the majority of our sessions will be of the lecture format, although we anticipate at least a few will be of a smaller size. Therefore, please specify the size of session you would be most comfortable with:
 - **less than 64**: only a few workshops can have this low number due to the high attendance at conference
 - **64**: workshop style which lends itself well to role plays, hands on or experiential sessions and more sensitive or audience-specific topics
 - **75 - 90**: seminar style, with some audience participation and small group work
 - **100+**: lecture style, little audience participation but a topic which will have a strong draw, e.g. Curriculum or Guiding Behaviour.

Please indicate on your form which stream best fits your workshop.

FRONT-LINE-for caregivers of young children aged 3 months – 12 years of age, looking for ideas on curriculum, health & safety, and daily experiences with children and families

MANAGEMENT/ADVANCED PRACTITIONER - centre directors, consultants or coordinators and other career professionals

INCLUSIVE- sensitive to the diverse needs of children and families who are not “mainstream”; i.e. rural, immigrant, and special needs

WELLNESS - help us to care for our own personal health and well-being

GUIDING BEHAVIOUR- children’s behaviour and ways to help children build self-control

FAMILY SUPPORT- the nuances of parent education, support, resource & referral

PROCESS

- Our 2011 Conference Committee will review all proposals after October 8, 2010. If your proposal is accepted you will receive a written contract (main contact person only) by October 24, 2010. You will receive a letter of regret if we are unable to use your proposal this year. Once proposals are selected, we immediately slot them into our three-day line-up. It is not possible to change dates or times once the schedule is developed. Please ensure that you indicate days and times when you are **not** available.
- Questions about our conference or our audience? Would you like a copy of MCCA’s professional journal to better understand our membership? Please call Karen Gander at 204-336-5062 (1-888-323-4676 in Manitoba) ext. 224. **Please return the proposal form and resume (if required) by October 8, 2010 to:**

MCCA 2011 Conference Committee
2nd floor, 2350 McPhillips Street Winnipeg, MB R2V 4J6
Fax: 204-589-5613



2011 Conference Workshop Proposal Form Manitoba Child Care Association

Please Print Clearly:

Presenter & Main Contact: _____
Mailing Address: _____ Postal Code: _____
Daytime Phone: _____ Fax: _____
Evening Phone: _____ Email: _____
Professional Title & Place of Employment _____

Co-Presenter: _____
Mailing Address: _____ Postal Code: _____
Daytime Phone: _____ Fax: _____
Evening Phone: _____ Email: _____
Co-Presenter Title & Place of Employment: _____

****On a separate piece of paper please include the title of the workshop, workshop description (maximum of 100 words), and your biography as it will appear in the conference brochure.**

Your biography must be in paragraph form (maximum of 75 words), a resume is not sufficient.

Type of presentation preferred (please choose 1 only):

- Am workshop Pm workshop Full day (4.5 hours)

Room requirements:

- Theatre style Round tables (limited # of workshop rooms)

Would you consider the noise level of your workshop to be?

- Low Medium High

Audio visual requirements: Please check off those items you require for your presentation.

- Flip chart & markers LCD Projector & Screen DVD Player

***Please note that presenters must provide their own laptop and if using a Mac must provide their own adaptor cord to connect to LCD projector.**

- Please slot me wherever my topic best fits **OR**
 I am NOT available on this date: _____ or at this time _____
 I am available to present my workshop on multiple days

The stream that best fits the nature of my topic is (Please refer to the invitation to submit a proposal for an explanation of these):

The number of delegates in my session should be:

- 64 75 – 90 100+ other: _____

Remuneration: choose one option only

- I am willing to donate my time for this presentation
 I plan to attend the rest of the conference day at no cost (includes keynote, lunch, & 1 workshop)
 I would like to choose the complimentary advertising within the conference brochure
 I would expect to receive an honorarium/fee in the amount of _____

**Send form along with workshop information by October 8, 2010 to :
MCCA Conference Committee, 2nd Flr, 2350 McPhillips St., Wpg., MB., R2V 4J6 or fax to 204-589-5613**