Call for Presenters

Laubach Literacy Ontario is organizing a two-day conference and AGM at Lakehead University, Orillia, Ontario from **Friday, June 13th to Saturday, June 14th, 2014.** The conference is being co-hosted by the Orillia & District Literacy Council and the Literacy Society of South Muskoka. **See** [**https://www.lakeheadu.ca/about/orillia-campus**](https://www.lakeheadu.ca/about/orillia-campus) **for more information.**

We are looking for presenters to provide workshops, and invite you to submit an application based on one or more of the workshop categories listed below. If you have a presentation that does not fit into these categories, please feel free to submit it for consideration.

**Selection of Applications**

A selection committee will be reviewing and selecting applications based on the following criteria:

* the relevance of the topic to delegates’ needs
* a balance of sessions that reflect the different streams/categories
* evidence that the session will be well prepared
* clarity and completeness of the application form

Only those applicants selected to present at the conference will be contacted.

**Timelines for Submission Process**Thursday, March 13, 2014 Call for Proposals distributed and posted on website  
**Tuesday, April 22, 2014 Applications due in the LLO office via email**  
Tuesday, April 29, 2014 Successful applicants notified

**Honoraria**

Presenters will be paid $200.00 for each workshop session. Workshops can be repeated, if the schedule allows.

Each workshop is either 1 hour and 30 minutes in length. If your presentation is longer than one session, the honorarium is $300.00 for a two-part and $400.00 for a three-part workshop. The three sessions are: Friday afternoon, Saturday morning, and Saturday afternoon.

**Travel & Accommodation**

LLO’s conferences are unfunded, so we count on registration fees to cover most of the conference costs. The balance is covered by LLO’s accumulated surplus and profits from our social enterprise, the Laubach Literacy Bookstore. We are pleased to be able to offer free accommodation for one night, if you have to travel more than 100 km., but are unable to cover travel costs. If this is a barrier to you presenting at our conference, please note this on your application, and we will contact you to see what arrangements can be made.

**Workshop Presentation Categories**

***Note****: Categories and suggested workshops from 1 – 6 are based on results of recent member training needs survey. Categories from 7- 9 are based on MTCU’s 2014-2015 priorities. These categories may be condensed (combined or amalgamated) in the actual conference program.*

1. About Learners (most requested topic)\*\*

* Learner Recruitment & Retention--how to keep students engaged, learner recruitment & retention, how to layer material to meet different learners where they are at, keeping learners informed and meeting individual needs.
* Special Needs—Beyond Bridges out of Poverty, Bridges out of Poverty full session; Tutoring adults with live long barriers and habits--how to break those habits, dealing with inability to read; screening and accommodations for Dyscalculia, Mental Illness strategies; Special needs of ESL students and how to address them.

1. Ontario Adult Literacy Curriculum Framework with a focus on

* assessment training for all goal paths (initial, ongoing and exit); task-based assessment; assessment training in TOWES, Camera, CABS, PDQ; levels between Milestones

1. EOIS CaMS – tricks of the trade.
2. Effective use of technology in teaching/tutoring

* E-Channel, Blended Learning, Flipped Classroom, Moodle.
* iPads in the classroom, Skype, social media, mobile learning (m-learning)
* How to use the computer to provide students with resources at their fingertips

1. Performance Management/Program management

* Practitioner resources to help with time management (managing learners and paperwork),
* organizational capacity (staffing), successful succession planning,
* promoting literacy in the community, innovative marketing,
* innovative programming, evidence-based methodologies,
* new training techniques/materials for training tutors/how programs are incorporating online modules,
* Annual work plans

1. For Learners (health literacy, financial literacy, basic computers, resume building, public speaking, speaking with MPPs, essay writing, fundraising ideas for councils, mind-mapping, communications)
2. Supporting seamless learner and client pathways to employment by enhancing service coordination outreach
3. Providing high quality instruction to learners through the development of learning tools, curricula and resources
4. Strengthening the capacity of the LBS service delivery network

Presenter Application

**Deadline date: Tuesday, April 22, 2014**

|  |  |  |
| --- | --- | --- |
| **1.** | **Presenter Profiles** | |
|  | **Name of Key Presenter**  (contact person for this proposal)  Please provide photograph of all presenters if possible. |  |
|  | Organization: |  |
|  | Mailing Address: |  |
|  | City/Province: |  |
|  | Postal Code: |  |
|  | Phone: |  |
|  | Fax: |  |
|  | Home Phone: |  |
|  | Email: |  |
|  | BRIEF BIO: (50 words or less) |  |
|  |  | |
|  | **Name of Co-Presenter:** |  |
|  | Organization: |  |
|  | BRIEF BIO: (50 words or less) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2.** | **Workshop Information** | | | | | |
| a) | **Suggested Target Audience:**  *(check all that apply)* | | □ Administrators and Coordinators  □ Practitioners (including volunteer tutors)  □ Other Employment Ontario Service Providers  □ Volunteers (including Directors on Boards)  □ Adult Learners  □ Other (please specify)  □ All | | | |
| b) | **Workshop Categories:**  (see page 2) | |  | | | |
| c) | Are you willing to present your session more than once?  YES  NO | | |  | | --- | |  | |  | | | | |
| d) | **Preferred time-slot**  (choose 1st and 2nd options)  1st Option:  2nd Option:  Doesn’t matter | | **Friday afternoon,**  **June 13, 2014**   |  | | --- | |  | |  | |  | | | **Saturday afternoon,**  **June 14, 2014**   |  | | --- | |  | |  | |  | | **Saturday afternoon,**  **June 14, 2014**     |  | | --- | |  | |  | |  | |
| e) | **Length of Workshop:** If your workshop is longer than one session, please indicate # of sessions needed: | | |  | | --- | |  | |  | | | **I need 2 sessions**  **I need all 3 sessions** | |
| f) | **Proposed Workshop Title:** | |  | | | |
| g) | **Workshop Description:** Please provide a short summary/abstract for use in the conference brochure (max 50 words) | |  | | | |
| h) | **Workshop Learning Outcomes:** | | 1. | | | |
|  | 2. | | | |
|  | 3. | | | |
| i) | **Description of Workshop Content:**  (200-300 words/ one page) | | Please attach to this form. This longer description will be used to help the conference workshop selection committee. | | | |
| j) | **Resources that accompany the workshop:**  **(If these can be shared on our website after the conference, please sign your name and provide an electronic version)**  **Yes, these resources can be shared on LLO’s website post-conference.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | 1. | | | |
|  | 2. | | | |
|  | | | | | | |
| **3.** | **Teaching Supports and A/V Equipment** | | | | | |
| a) | Teaching Supports/AV Equipment:  Check all that you require:  \* LLO will endeavor to make this equipment available, although some restrictions may apply. | | □ Overhead Projector and Screen  □ Flip Chart paper and Markers  □ LCD Projector  □ Internet Access  □ Computer Lab  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | Indicate the A/V Equipment that you can/will bring: | | □ Laptops  □ Extension cords and power bars | | | |
| **4.** | **Room Set-Up** | | | | | |
|  | Room Set-up Preferences:  (Choose one or more – not guaranteed)  \* LLO will endeavor to make this set up available, although, some restrictions may apply. | | | □ Classroom (tables and chairs facing front)  □ Theatre (chairs facing front)  □ Hollow Square (tables and chairs in square shape)  □ U-Shape (tables and chairs in U-shape) | | |
|  | Preferred Number of Attendees in the Session: | | | □ Minimum \_\_\_\_  □ Maximum \_\_\_\_  □ No preference | | |
| **Travel and Accommodation (if not staying for entire conference)** | | | | | | |
| If you are giving a workshop in the morning and have to travel more than 50 km, will you require LLO to provide overnight accommodation at the University on Friday? | | □ Yes | | | | |
| If your application is accepted, and you would like to register for the full conference at the member rate of $150.00 please check off the box to the right. | | □ Yes | | | | |
|  | |  | | | | |

**Submission of Application**

Please send your completed application by email to: **conference@laubach-on.ca**

**Please attach a photograph. Thanks.**