

18th Annual NYC Conference for Working Peer Specialists
Thursday, July 25
Call for Proposals -- Workshop Submission Template

To submit a Workshop Proposal, please complete and save items 1-7 below as a Word document, be sure your name is on each page and that your pages are numbered. You may email the Word document, fax it, or mail it to the addresses below by close of business on **March 1, 2024**.

Proposals may be submitted by email:
E-mail: eileenc@rightsandrecovery.org

All workshop proposals must be received no later than close of business day on **March 1, 2024**. Be sure to keep a copy for your files.

PLEASE FILL OUT COMPLETELY! MISSING INFORMATION WILL DELAY CONSIDERATION OF YOUR PROPOSAL. You will be notified about the status of your proposal by email in early **Spring 2024**.

1. Presenter/Co-Presenters' contact information

Presenter (Include Name and Title):

Presenter is a peer or non-peer

Organization/Business/Employer:

Full Mailing Address/City/State/Zip:

Phone:

Cell Phone:

Email:

Co-presenter(s) (Name and Title, Organization etc):

Are your co-presenters peers or non-peers

2. Workshop Title:

3. Workshop Description and Objectives:

Provide up to 150 words describing the proposed workshop, particularly specific learning objectives for attendees. Please include Title, Description and a minimum of three CLEAR Learning Objectives, which should be stated as skills. For example, it is preferable to say: "Participants will be able to communicate effectively with managers and co-workers."

4. Have you presented this workshop before?

If so, please tell us where and when.

5. Biography:

Please provide a brief description of presenter(s) background and/or qualifications:

6. Presentation Aids Required:

All presentation rooms at the Kimmel Center are equipped with laptops and projectors. Do you need additional equipment?

- TV monitor, DVD player
- Flipchart
- Wi-Fi

Presenters are required to supply their own handouts.

7. Presenter's acknowledgement of responsibilities:

I acknowledge that I understand if my proposal is accepted I am required to submit any necessary handouts, biographical information, audiovisuals, and other required information by the deadlines established by the planning committee. I will inform my assigned committee liaison of any changes to my workshop (additional co-presenters, equipment needs, etc.).