

Invitation to submit a conference proposal to the

**Manitoba Child Care Association's
40th Early Childhood Education Conference
May 25– 27, 2017
Winnipeg, Manitoba
Victoria Inn**

REQUEST FOR PROPOSALS

The **Manitoba Child Care Association** provides services to our 4000 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 2014 provincial conference attracted over 1,000 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, ¼ page ad.
- 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. Remuneration will be paid to a maximum of two presenters per workshop, unless pre-approved by the Professional Development Manager.

EXPENSES

- MCCA can photocopy your handouts and a master copy must be received at MCCA no later than May 12, 2017. Due to our low cost, we prefer to provide the photocopying.
- If you wish to do the copying; 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.
- MCCA will only cover airfare and accommodation expenses when pre-authorized by the Professional Development Manager and confirmed in the contract. All other expenses (meals, incidentals, baggage fees, etc.) are the responsibility of the presenter. Airfare is booked by the presenter and must be booked 3 months prior to the conference.
- Workshop materials – MCCA will cover workshop material expenses when pre-authorized by the Professional Development Manager. Gathering and/or purchasing of these materials are the responsibility of the presenter.

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.

- Please indicate if your workshop is a 2 hour or 4 hour and your day of preference for presenting.
- Please indicate 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.** MCCA will determine if your workshop requires a microphone.
- Workshop room set ups will be round tables depending on the number of participants registered for the workshop. Please indicate if the room can be set up theatre style (chairs only). MCCA reserves the right to change the room set up and will inform the presenter.
- Please indicate if your workshop is going to be lecture style or hands on.
- Please indicate if your workshop is geared for those working with:
Infants/Toddlers (0 – 2), Preschool (2 – 5), School Age (6 – 12) or anyone

Please indicate on your form what focus area 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/LEADERS - centre directors, consultants or coordinators and other career professionals

INCLUSION- 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 2017 Conference Committee will review all proposals after October 12, 2016.
- If your proposal is accepted you will receive an email of acceptance (main contact person only) by October 28, 2016.
- You will then a contract by November 4, 2016. 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.
- If your proposal is not selected you will receive an email by Nov. 6th.

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 Houdayer at 204-336-5062 (1-888-323-4676 in Manitoba) ext. 224.

Please return the proposal form and resume (if required) by October 12, 2016.



2017 Conference Workshop Proposal Form

Presenter & Main Contact: _____

Mailing Address: _____ Postal Code: _____

Daytime Phone: _____ Fax: _____

Cell Phone: _____ Email: _____

Place of Employment: _____

Professional Title: _____

Co-Presenter: _____

Mailing Address: _____ Postal Code: _____

Daytime Phone: _____ Fax: _____

Cell Phone: _____ Email: _____

Place of Employment: _____

Professional Title: _____

***On a separate piece of paper please include the title of the workshop, workshop description (maximum of 200 words), and your biography (maximum of 150 words) as it will appear in the conference brochure. You can also email the workshop description and your bio to khoudayer@mccahouse.org*

Your biography must be in paragraph form (maximum of 150 words), a resume is not sufficient.

My workshop is/could be a:

- 2 hr presentation 4 hr presentation

I prefer to present on

- Thursday Friday Saturday
 Please slot my workshop where it fits best

Type of presentation:

- Lecture format Seminar (some participation) Hands on

Room set up: Round tables Theatre Other (please specify below)

Please list any other items that you require in the room (for eg. Display tables)

My workshop is:

- active and requires room to move
- includes music/singing
- has potential to be lively and noisy

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

- Flip chart LCD projector Screen Sound

We cannot provide any other type of audiovisual equipment that is not listed. Any other A/V is the presenter's responsibility. Presenters must bring their own laptops and required cords.

My presentation is geared for adults who work with:

- Infants and toddlers (3 months – 2) Preschool (2 – 5) School Age (6 – 12)
- All ages Not applicable

My presentation is geared adults who are:

- Frontline who are Less experienced More experienced/post-secondary education
- Managers/Leaders Everyone

The maximum number of delegates for my presentation is:

- 64 95 No maximum Other: _____

Remuneration: (Please check one)

- I am willing to donate my time
- I plan to attend the rest of the day or on another day if I am presenting a full day
- Complimentary advertising in the conference brochure (1/4 page ad)
- I require an honorarium or fee in the amount of _____
- I require economy return airfare and accommodations and I will be travelling from _____

Please send form along with workshop information by October 12, 2016 to:

MCCA 2017 Conference Committee
2nd floor, 2350 McPhillips Street, Winnipeg, MB R2V 4J6
Fax: 204-589-5613 or email to khoudayer@mccahouse.org