Invitation to submit a conference proposal to the

Manitoba Child Care Association's
43rd Early Childhood Education Conference
Engaging Minds, Empowering Success
May 21 & 22, 2020
Victoria Inn, Winnipeg, Manitoba

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 2019 provincial conference attracted over 750 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.
- Advertising within the conference brochure (1/4 page ad), a banner ad on the mobile conference app, or a screen ad in the plenary room choose 1
- Attending the rest of the conference day
- 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, 2020. Due to our low cost, we prefer to provide the photocopying. (Back to back and black and white).
- 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. Handouts can also be placed on the app for the participants to download themselves.
- MCCA will <u>only</u> cover airfare and presenter fees when pre-authorized by the Professional Development Manager and confirmed in the contract. All other expenses (accommodations, meals, incidentals, baggage/airport parking 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. <u>Gathering and/or purchasing of these materials are the</u> 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 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, newcomers, and additional support needs

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

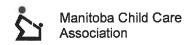
GUIDING BEHAVIOUR- children's behaviour and ways to help children build self-control FAMILY SUPPORT- the nuances of parent education, support, resource & referral

PROCESS

- Our 2020 Conference Committee will review all proposals after October 16, 2019.
- If your proposal is accepted you will receive an email of acceptance (main contact person only) by October 28, 2019.
- You will then receive a contract by Nov. 1, 2019. Once proposals are selected, we immediately slot them into our two-day line-up. It is not possible to change dates or times once the schedule is developed. At this time we will request a photo to be used in our conference app.

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 Kowalski at 204-336-5062 (1-888-323-4676 in Manitoba) ext. 224 or email kkowalski@mccahouse.org

Please return the proposal form and resume (if required) by October 16, 2019.



2020 Conference Workshop Proposal Form

Presenter & Main	Contact:					
		Postal Code:				
		Fax:				
Cell Phone:	Email:					
Professional Title:		<u> </u>				
Co-Presenter:						
Mailing Address:		Postal Code:				
		Email:				
sufficient. My workshop □ 2 hr presentat						
I prefer to pres		☐ Please slot my workshop where it fits best				
Type of presen □ Lecture form		me participation) □ Hands on				
Room set up:	☐ Round tables ☐	Other (please specify below)				
-	other items that yo as that is listed be	u require in the room (for eg. Display tables) (Do elow).				
						

My worksho	p is:						
	□ active and requires room to move						
	□ includes music/singing						
	□ has potential	to be lively ar	nd noisy				
Audio visual presentation	-	Please check	off those it	ems you require for your			
□ Flip chart	□ LCD projec	etor	□ Screen	□ Audio			
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: \Box Infants and toddlers (3 months -2) \Box Preschool (2 -5) \Box School Age (6 -12) \Box All ages \Box Not applicable							
Frontline car secondary ed		□ Less expe	: crienced 🗆 N	More experienced/post-			
The maximu	ım number of de	legates for m	y presenta	tion is:			
		maximum					
☐ I am willin☐ I plan to at☐ I would lik☐ mobile confe	on: (Please checking to donate my tire tend the rest of the rest of the real 1/4 page ad incrence app or a honorarium or feather.)	ne e conference the conference d on the plena	ary screen	$, \Box$ a banner ad on the			
□ I require e	☐ I require economy return airfare and I will be travelling from						

Please email form along with workshop information (title, description and bio(s) to Karen Kowalski by October 16, 2019 to:

MCCA 2020 Conference Committee

2nd floor, 2350 McPhillips Street, Winnipeg, MB R2V 4J6 Email: kkowalski@mccahouse.org