

# Invitation to submit a conference proposal to the

Manitoba Child Care Association's  
45th Early Childhood Education Conference  
***Creating Connections, Building Bridges***

May 25 & 26, 2023

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).

Our 2022 provincial conference attracted over 600 early childhood educators, child care assistants, students from universities and colleges, faculty members, consultants, and advocates for children and families.

## **CRITERIA**

Workshop sessions should:

- Be 2 or 4 hours (considered a full day) in length
- Run for the entire time block
- Be designed for an adult audience and allow for interaction and questions
- Include techniques, strategies or ideas to help delegates share their learning in their programs

Conference delegates are generally graduates of a diploma level program in early childhood education & care and 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.

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 own adaptor cords to connect to the LCD projector. 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 category your workshop fits.**

**FRONT-LINE**- ideas/techniques/strategies on curriculum, health & safety, and daily experiences with children and families

**MANAGEMENT/LEADERS** – ideas/techniques/strategies on staffing, HR issues, vision, mission, etc

**INCLUSION** - sensitive to the diverse needs of children and families who may be newcomers, have additional support needs, etc.

**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**- parent education, communication, support, resource & referral

## REMUNERATION

- Donate your time and attend the rest of the conference day which includes keynote, lunch and potentially another workshop
- Banner Ad on the conference app (\$500.00 value)
- 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 Assistant Executive Director.
- MCCA prefers to photocopy your handouts and will bring them to the conference. 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 only cover airfare and presenter fees when pre-authorized by the Assistant Executive Director 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 Assistant Executive Director. Gathering and/or purchasing of these materials are the responsibility of the presenter.

## PROCESS

Workshop proposals will be reviewed and selected based on session topic, expertise of presenters, relevance to the conference theme (Creating Connections, Building Bridges), and remuneration. Proposals selected will demonstrate an understanding of inclusiveness, diversity, and ethical practices.

**Please return the proposal form, and resume (if required) by October 11, 2022.**

Successful applicants will be notified by November 7<sup>th</sup> if their proposal was accepted. A conference contract will then be sent out confirming the workshop details.

Questions: Please call Karen Kowalski at 204-336-5062 (1-888-323-4676 in Manitoba ext. 224) or email [kkowalski@mccahouse.org](mailto:kkowalski@mccahouse.org)