

Invitation to submit a conference proposal to the

Manitoba Child Care Association's
46th Early Childhood Education Conference
May 23 & 24, 2024
Victoria Inn, Winnipeg, Manitoba

The **Manitoba Child Care Association** provides services to our 4400+ 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 2023 provincial conference attracted over 1300 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
- Am workshop 10:30 – 12:30 and pm workshop is 2:00 – 4:30 NOTE there is a ½ break in the pm
- 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.

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. Display tables are limited.
- 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

NATURE/OUTDOORS – Ideas, curriculum, daily experiences

FAMILY SUPPORT- parent education, communication, support, resource & referral

REMUNERATION and Expenses

- Donate your time and attend the rest of the conference day which includes keynote, lunch and potentially another workshop
- Page Banner Ad on the conference app (\$600.00 value)
- Ad on the plenary screen (\$600.00)
- 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 will be copied two sided and black and white with a maximum of 20 pages.
- MCCA will only cover airfare, accommodations (at the Vic Inn) and presenter fees when pre-authorized by the Assistant Executive Director and confirmed in the contract. All other expenses (**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, 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 12, 2023.

Successful applicants will be notified by November 6/23 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



2024 Call for Proposals

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: _____

Please note if you are having a panel, there is a limit of 5 panelists.

***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 and email to kkowalski@mccahouse.org. Please scan this form and email it with your workshop description and bio.*

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

My workshop is/could be a:

2 hr presentation ___ AM ___ PM ___ Either

4 hr full day presentation (2 hours in am and 2 hours in pm)

I prefer to present on

Thursday Friday Please slot my workshop where it fits best

Type of presentation:

Lecture format Seminar (some participation) Hands on

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

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

Flip chart LCD projector Screen Audio (needed if you have videos in your presentation)

Microphone (dependent on room and # of participants)

I have my own projector and will bring it

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 adaptors to connect to the projector (eg. HDMI).

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

Markers, scissors, tape, etc. are the responsibility of the presenter.

My workshop is:

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

My workshop topic can be categorized:

- Frontline caregivers looking for ideas on curriculum, health and safety, and daily experiences with children and families
- Managers/Leaders looking for ideas on staffing, HR issues, vision, mission, etc.
- Inclusion – sensitive to the diverse and cultural needs of children and families who may be newcomers, have additional support needs, etc.
- Wellness – helping 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

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 to adults who are:

Frontline caregivers who are:

- Novice (0 to 1 year)
- Intermediate (up to 5 years)
- (5 years +)

- Managers/Leaders
- Everyone

The maximum number of delegates for my presentation is:

- 64
- 100
- 200

My presentation requires large indoor space outdoor space

Remuneration: (Please check only one option)

- I am willing to donate my time
- I am willing to donate my time and plan to attend the rest of the conference day
- I would like a page banner ad on the mobile conference app
- I would like an ad on the plenary screen
- I require an honorarium or fee in the amount of _____
- I require economy return airfare and I will be travelling from _____

Please email form along with workshop information (title, description and bio(s) by October 12, 2023 to: Karen Kowalski, kkowalski@mccahouse.org