

44th National Indian and Native American Employment and Training –

WIOA Section 166 / Public Law 102-477

May 13-17, 2024 | Rosen Plaza Hotel | Orlando, Florida



CALL FOR TRAINING PROPOSALS

The National Indian and Native American Employment and Training – WIOA Section 166 / PL 102-477 Executive Committee announces a call for training presenters for the 44th NINAETC-166/477 training event. Individuals and groups interested in providing training for workforce development professionals may submit a training proposal by using the attached forms. Training proposals will be reviewed by the Workshop Committee. All workshop attendees will be in person.

The following criteria will be used to select proposals:

- Alignment to NINAETC-166/477 objectives
- Clearly stated purpose, goals, and objectives explaining what participants will take away from the presentation
- Rationale as to why this information is important to its intended audience
- Clarity of content and purpose
- Practical application of material

SUBMISSION DUE DATE: February 20, 2024

All presenters must submit a Training Proposal to NINAETC-166/477 Workshop Committee at training@cimcinc.com; mail to 738 North Market Boulevard, Sacramento, CA 95834; or fax to (916) 641-6338. Google Forms submission is also available: <https://forms.gle/GdaiSjfPCAvVFtVU6>. For information, contact [NINAETC Workshop Committee](#).

Notification of acceptance: Primary Presenter will be notified within 15 days after due date.

Workshop Information:

Workshops will be presented in 1½-hour and 3-hour time slots. Most sessions are 30 to 50 people. Please indicate the preferred date(s), preferred length of time of your session and if you can repeat your presentation in *Part I - Workshop Presentation*. The workshop title and description (not to exceed 175 words) provided in *Part I - Workshop Presentation* will be used in the training program booklet and should be designed to encourage training participants to attend the workshop; NINAETC-166/477 reserves the right to edit for content and space availability.

Presenter Information:

Please complete the presenter information portion in *Part I - Workshop Presentation* and include any co-presenters; include a one-paragraph biography for each presenter (not to exceed 100 words) in *Part III – Presenter Biography*. Only the primary presenter will receive information regarding acceptance, date, and time of presentation. It is the primary presenter's responsibility to provide information to the co-presenters. Remember to sign the Presenter Agreement section in *Part I - Workshop Presentation*.

Room Set-up:

An effort will be made to accommodate your set-up preference as fully as possible. However, it is not guaranteed. Please indicate your first and second choice of room set-up in *Part II - Workshop Requirements*.

Audio-Visual:

As the rental of some audio-visual equipment can be cost prohibitive, coordinating the use of equipment is important. Please indicate equipment needed for your workshop in *Part II - Workshop Requirements*. When presenting a PowerPoint presentation, it may be better to bring your own laptop to insure software compatibility. However, the Committee can provide the use of a laptop, if necessary.

PowerPoints/Presentation Documents:

All presentation documents will be uploaded to USB drives by NINAETC-166/477. Please send electronic files by email to training@cimcinc.com by May 1, 2024. Use of copyrighted material without permission of the copyright holder is prohibited.

Sales Presentations:

Proposals which feature commercially available products or services should originate from current users of service or product and should highlight "promising practices" examples. Sales presentations for products and services are inappropriate for workshop sessions and will not be considered.

Registration:

All in-person and virtual presenters need to complete and submit a Training Registration form.

All workshop attendees will be in person.

NINAETC-166/477 reserves the right to edit workshop titles and descriptions and to combine similar proposals into one session. Because the committee may receive more proposals than can be accommodated in the limited time and space available, not all proposals will be accepted.

Please submit Workshop Presentation Proposal to NINAETC-166/477 Workshop Committee at training@cimcinc.com, mail to 738 North Market Boulevard, Sacramento, CA 95834, or fax to (916) 641-6338 by **February 20, 2024**. For information, contact [NINAETC Workshop Committee](#).



Part I – Workshop Presentation

This information will be used in the 44th National Indian and Native American Employment and Training – 166/477 program booklet. *Please identify yourself and describe your workshop as you would like it to appear in the training program booklet.*

WORKSHOP PRESENTER(S) INFORMATION

| | | | |
|------------------------------|--|---------------------------------------|--------------|
| Primary Presenter's Name: | | Title/Position: | |
| Grantee/Company/Agency: | | | |
| Mailing Address: | | | |
| City: | | State: | Postal Code: |
| Email Address: | | Daytime Phone: () Ext. | |
| Additional Presenter's Name: | | Additional Presenter's Title/Company: | |
| Additional Presenter's Name: | | Additional Presenter's Title/Company: | |
| Additional Presenter's Name: | | Additional Presenter's Title/Company: | |

PRESENTER AGREEMENT

I hereby affirm that none of the material presented in my presentation, to my knowledge, infringes upon the copyright or right of privacy of others, and that material which references work of others will be properly credited to that source.

Further, I will not misrepresent, libel or slander, any other person, facility, service or product during the course of my presentation. If such affirmation is breached, I will indemnify and hold harmless NINAETC-166/477, its officers, directors, employees, and representatives, from and against any actions, losses, costs, damages, claims, and expenses including attorney's fees.

Presenter's Signature

Date: _____

WORKSHOP PRESENTATION INFORMATION

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------|
| AUDIENCE: <input type="checkbox"/> 166 <input type="checkbox"/> 477 <input type="checkbox"/> GENERAL | | <input type="checkbox"/> VIRTUAL PRESENTATION |
| Length of Workshop: <input type="checkbox"/> 1-1/2 hours <input type="checkbox"/> 3 hours | | Repeat Session? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Preferred Date(s): <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday | | |
| <i>Please provide workshop presentation title and description for program booklet.</i> | | |
| Workshop Title: | | |
| Workshop Description (<i>subject to editing due to space limitations</i>): | | |

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Part II – Workshop Requirements

Workshop:

Primary Presenter:

AUDIO-VISUAL / TRAINING NEEDS CHECK ALL THAT APPLY:

☐ PRESENTER WILL BE PROVIDING OWN EQUIPMENT.

PLEASE LIST ALL EQUIPMENT NEEDED **TO BE PROVIDED BY COMMITTEE**:

☐ MICROPHONE(S) NEEDED

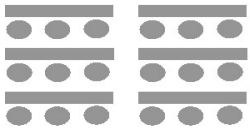
☐ WIRED

☐ WIRELESS

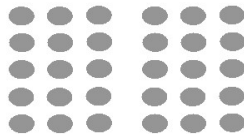
☐ SOUND CAPABILITY NEEDED FOR VIDEOS, ETC. ☐ OTHER:

PREFERRED ROOM SET-UP (please indicate 1st and 2nd choice) ____ OTHER: _____

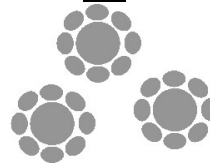
____ CLASSROOM



____ THEATRE



____ ROUNDS



____ U-SHAPE



An effort will be made to provide presenter(s) with preferred room set-up; however, it is not guaranteed.

ELECTRONIC DOCUMENTS

☐ ELECTRONIC DOCUMENTS ATTACHED TO PROPOSAL

☐ ELECTRONIC DOCUMENTS WILL FOLLOW (NO LATER THAN MAY 1, 2024.)

Electronic documents will be distributed by USB. All hard copies are the responsibility of the presenter.

Part III – Presenter Biography

Please provide presenter biographies for each presenter for program booklet (subject to editing due to space limitations).

Primary Presenter:

Co-Presenter:

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