

# 45<sup>th</sup> National Indian and Native American Employment and Training

Conference – WIOA Section 166 / Public Law 102-477

May 4 -9, 2025 | Omni Providence Hotel | Providence, Rhode Island



## WORKSHOP PROPOSAL

The National Indian and Native American Employment and Training Conference – WIOA Section 166 / PL 102-477 Executive Committee announces a call for training presenters for the 45<sup>th</sup> 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. Workshop 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 10, 2025

All presenters must submit a Workshop Proposal to NINAETC-166/477 Workshop Committee at [training@cimcinc.com](mailto: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/ET84WZVjncZ3maFK9>. For information, contact [NINAETC Workshop Committee](#).

Notification of acceptance: Primary Presenter will be notified within 15 days after the 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, including the date and time of the 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 the 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 selected presenters will be requested to upload presentation material (slides and handouts) to an electronic event platform for viewing by attendees. Use of copyrighted material without permission of the copyright holder is prohibited.

### Sales Presentations:

Proposals that feature commercially available products or services should originate from current users of the 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 and will receive the early registration rate.

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 the Workshop Proposal to NINAETC-166/477 Workshop Committee at [training@cimcinc.com](mailto:training@cimcinc.com), mail to 738 North Market Boulevard, Sacramento, CA 95834, or fax to (916) 641-6338 by **February 10, 2025**. For information, contact [NINAETC Workshop Committee](#).





## Part II – Workshop Requirements

Workshop:	Primary Presenter:
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**AUDIO-VISUAL / TRAINING NEEDS** CHECK ALL THAT APPLY:

<input type="checkbox"/> PRESENTER WILL BE PROVIDING OWN EQUIPMENT.	PLEASE LIST ALL EQUIPMENT NEEDED <b>TO BE PROVIDED BY COMMITTEE:</b> _____ _____ _____
<input type="checkbox"/> MICROPHONE(S) NEEDED <input type="checkbox"/> WIRED <input type="checkbox"/> 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.*

**PRESENTATION MATERIAL**

PRESENTER WILL UPLOAD POWERPOINT PRESENTATIONS AND PDF FILES TO AN ELECTRONIC EVENT PLATFORM.

PRESENTER WILL FORWARD ALL PRESENTATION MATERIAL TO [TRAINING@CIMCINC.COM](mailto:TRAINING@CIMCINC.COM) BY APRIL 25, 2024.

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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