Call for Proposals to Participate as a Workshop Presenter or Roundtable Discussion Facilitator during the 7th Annual Statewide Promotoras and Community Health Workers Conference

“The Role of Promotores in Community Well-Being”

Are you interested in...

Sharing your Experience and Knowledge?

We invite you to send your workshop and roundtable discussion proposals to present new and exciting information to other promotores and community health workers on December 4-5, 2009.

General Information and Deadline

The Seventh Annual Statewide Promotores and Community Health Workers (CHWs) Conference will take place on December 4th & 5th, 2009 at the Burbank Airport Marriot Hotel & Convention Center. This annual conference is organized by Visión y Compromiso, thanks to the collaboration of the organizing committee comprised of Promotores from different agencies with the purpose of uniting, fortifying and providing skills to the Promotores and CHWs in California.

The deadline to submit your proposal is August 14, 2009. The proposal must be received by this date. We will not be able to consider proposals received after the deadline.

If your workshop or roundtable is selected, you will be responsible for the cost of your travel and lodging. Visión y Compromiso cannot offer payment or waive registration fees to the conference presenter(s). The 2 day registration cost for Promotores presenters is $15.00; and the 2 day registration cost for non-Promotores presenters is $160.00.
Visión y Compromiso: Promotoras and Community Health Workers Network

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Population Categories and Topic Areas
The proposal you submit needs to address one of the topic areas for a specific population, and it needs to be designed to address the needs of Promotores and Community Health Workers who work with these populations. Take into consideration that participants could have different levels of knowledge about the topic and/or the population.

Populations with examples:
A. Children - ages birth to 10, male/female, chronic health conditions, low income, immigrants/non-immigrants, documented/non documented, disabled/not disabled
B. Youth - ages 11-19, male/female, LGBTIQ (lesbian, gay, bisexual, transgender, intersexual, questioning or queer), chronic health conditions, low income, immigrants/non-immigrants, documented/non documented, disabled/not disabled, homeless, alcohol/substance users, pregnant, STIs/HIV
C. Adults - ages 20-55, male/female, LGBTIQ, chronic health conditions, low income, immigrants/non-immigrants, documented/non documented, disabled/not disabled, migrant workers, homeless, alcohol/substance users, pregnant, mothers/fathers, STIs/HIV
D. Older Adults - ages 55+, male/female, LGBTIQ, chronic health conditions, low income, mothers/fathers/grandparents, immigrants/non-immigrants, documented/non documented, disabled/not disabled
E. Promotores/CHWs - all ages, male/female, LGBTIQ, chronic health conditions, low income, mothers/fathers/grandparents, immigrants/non-immigrants, documented/non documented, disabled/not disabled, work in rural/urban settings

Topic Areas with some examples:
A. Mental Health - relationships, parent/child communication, communication, marriage and life as a couple, a women’s role with her family, domestic violence, anger management, low self esteem, peer pressure, spirituality, hypnosis, meditation, resources, stress, depression, ADHD, bipolar disorder, interactions with chronic health conditions, crisis and coping strategies, symptoms of common mental health issues
B. Physical Health - Chronic health conditions such as diabetes, stroke, hypertension, kidney disease, cholesterol, cancer, cardiovascular problems; health consequences from chronic conditions such as amputation, kidney dialysis, vision loss, loss of mobility; eye health and vision testing, obesity and exercise, movement and dance, relaxation strategies, yoga,
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nutrition, alcohol and drug use and its impacts, sexual health, sexual coercion and rape, sexual abuse, birth control, pregnancy, abortion, STIs, HIV/AIDS, PMS, menopause, prostate and cervical cancer, tuberculosis, asthma, reflexology autism, memory problems, Alzheimers

C. Community Well-Being – immigration, handling conflict with teachers and medical professionals, staying in school, literacy, understanding school district policies and systems, CPR training, first aid training, Latino and/or African American specific issues, racism, business planning, financial education, housing, community advocacy, organization and mobilization, disability rights and resources

D. Work Issues – public speaking and strategies to overcome nervousness, continuing education, dealing with conflict and difficult people, talking with your supervisor, getting a raise, getting a promotion, doing the best at your job, organizational skills, how to handle group dynamics

Format and Requirements for Conference Workshops

1. The duration of the conference workshops is 2 hours. The 2 hours should include time for:
   - Introduction of presenter(s)
   - Answering questions from the audience (at least 10 minutes).
   - Completion by participants of the workshop evaluation (5 minute evaluation provided by the conference organizing committee).

2. The workshop needs to be presented in Spanish. (English translation provided by the conference organizing committee for participants who need it, but not presenters.)

3. The participant’s materials need to be provided in Spanish and English.

4. The presenter must be agreeable to working with a moderator assigned by the organizing conference committee, who will introduce the presenter(s) and conduct the evaluation of the workshop.

5. Workshops presenter(s) should be aware that you may need to share workshop time with another presenter. Should your proposal be accepted, you will be notified if you will share workshop time with another presenter.

6. Presenter(s) can submit one proposal for a multi-session workshop. For example, if your information will cover 4 hours or two sessions, please indicate what would be presented in each workshop session (Part A, Part B, etc).
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Format and Requirements for Conference Roundtables

1. Round tables provide opportunities for promotores to network, share best practices, share resources, and for regions to meet and network. Facilitation of the roundtables will be done by promotores/CHWs only.

2. The structure of the roundtable will be 3-4 agencies sharing about their programs and best practices, or a region(s) sharing about issues, or speakers sharing about topic areas. Groupings may be by program content, topic area, agency focus, or regions.

3. The duration of the conference roundtables is 2 hours. The 2 hours should include time for:
   - Introduction of speaker(s)/agencies/regions
   - Sharing about programs/best practices/issues for 15 minutes per agency/region
   - Answering questions from the participants for at least 5 minutes
   - Facilitated Discussion for 30 minutes

7. The roundtable needs to be presented in Spanish.

8. Any participant's materials need to be provided in Spanish and English. Business Card/contact information exchange is encouraged for networking purposes.

Where and How to Submit the Proposal

All proposals need to be sent by regular mail or by email to:

Melinda Cordero
1830 Wayne Ave.
South Pasadena, CA 91030
promotorasinCA@aol.com

To submit your proposal, use the form included in this document. We require a short biography in Spanish written in third person for each presenter.

The proposal needs to be sent with all of the information required in the form no later than the due date of July 30, 2009. Proposals received after July 30, 2009 will not be considered.
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All proposals will be reviewed and selected based on the following criteria:

1. The proposal aligns with the description of the population categories and topic areas.
2. The workshop/roundtable content is relevant to Promotores/CHWs.
3. The learning goals and objectives for participants of the workshop/roundtable are clearly stated.
4. The time, content and presentation process is aligned with the description and needs identified for this workshop/roundtable.
5. The presenter supports his/her workshop/roundtable information with personal experiences, bibliography, or related studies.
6. The proposal contains all the required information in the proposed format.
7. You can also provide us with additional information of where this workshop has been presented with Promotores/CHWs and the results obtained (evaluation).

Notifications

All persons who submit a proposal will receive an answer. We will notify you of workshop proposal decisions by regular mail or e-mail, no later than September 1, 2009.

If you have any questions or concerns about the proposal process please contact: Melinda Cordero (626) 864-6117 or promotorasinCA@aol.com
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CALL FOR PROPOSAL FORM
The deadline to send your proposal is July 30, 2009

1. Presenter’s Information: Provide the following information for each presenter. If the workshop/roundtable has more than one presenter, add a sheet with all the required information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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Organization

Email

Phone Number | Cell Phone | Fax Number

Address

2. Workshop Title: Give a descriptive and attractive title to your workshop/roundtable.

3. Population Categories and Topic Areas (select only one box)

<table>
<thead>
<tr>
<th></th>
<th>Mental Health</th>
<th>Physical Health</th>
<th>Community Well-Being</th>
<th>Work Issues</th>
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<tbody>
<tr>
<td>Children birth -10</td>
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<tr>
<td>Youth 11-19</td>
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<td>Adults 20-54</td>
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<td>Older Adults 55+</td>
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<td>Promotores/CHWs</td>
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4. **Workshop/Roundtable description:** In 75 words or less, describe your workshop/roundtable. This description will appear in the conference program. Add another sheet for more space.

5. **Objectives or benefits:** Identify and list 1-3 learning objectives or the benefits of your workshop/roundtable. Here are examples of learning objectives: “Participants will learn how to find at least three maternal and child health resources on the Internet.” Or “Participants will be able to list five prevention methods to decrease HIV risk in teens.” Or “Participants will learn the three step process necessary to stay calm under work pressure.”

   1. 

   2. 

   3. 

6. **Presentation Plan:** Provide us with a detailed plan for your workshop/roundtable (no more than 150 words.) This part of the proposal is very important - the detailed narrative should
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reflect how your workshop/roundtable will be presented. Remember, during the two hour workshop time, 2 minutes must be used for introduction of the presenter(s), 10 minutes must be used for questions and answers, and 5 minutes must be used for completion of the evaluation. For the roundtable, the two hours are divided into 2 minutes for introduction of the presenter(s), 15 minutes for each agency or region presentation, and 30 minutes for facilitated discussion.

<table>
<thead>
<tr>
<th>Topic or activity</th>
<th>Method you will use to present the information</th>
<th>Estimated time (minutes)</th>
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**TOTAL TIME:** __________________________

7. **Participant materials:** Add to your proposal, an example of a least one written material that will be distributed to the participants during the workshop/roundtable.

8. **Information/Resources:** List the experience, bibliography or studies upon which your workshop/roundtable is based.

9. **Experience of the Presenter(s) (Biography):** Provide us a short biography, in Spanish, written in third person, using 75 words or less. You will need to send a biography for each of the presenters in the workshop/roundtable.
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NOTE:

If you want to present more than one workshop for different populations or on different topic areas, submit a separate proposal for each workshop.

If you want to present a workshop that has more than one session, please indicate the detail for each workshop in one proposal. For example, if your workshop is 4 hours in length, you can provide workshop details for the first session as Part A and the details for the second session as Part B. This will encourage conference participants to attend both sessions because one is a continuation of the other.