



**MACC 2010 Annual Cultural Competence Training Conference
Featuring the Latino Cultures**

***“The Cultural Mosaic of Latinos in Ohio:
Care, Commitment and Competence”***

September 23-24, 2010
Doubletree Hotel, Worthington/Columbus,
175 Hutchinson Avenue, Columbus, OH 43235

Workshop Proposal Form

Name of Presenter _____

Presenter's Degree/Credentials _____

Contact Information: Address _____

Phone _____ Email _____

Technical Support Required:

___ Flip Chart/ Markers ___ Other (specify) _____

Please note that MACC will not be able to provide laptops and projectors for your power point presentations. We ask that you bring your equipment.

Preferred time and length of your workshop (please check all dates/ times you are available):

Thursday, September 23, morning (1 hr. 15 min. - 1.5 hours) _____

Thursday, September 23, afternoon (2 - 2.5 hours) _____

Friday, September 24, morning (1hr. 15 min. -1.5 hours) _____

Please read and sign the Presenter Agreement (see page 3) and submit it along with:

1. Brief Bio
2. Full CV/Resume
3. Workshop outline
4. Course content Synopsis Sheet (see page 2)
5. Training agenda with breaks (see page 2)
6. One copy of handout materials

Your cooperation in submitting the information requested above in a timely manner is critical in order to provide CEU's for the conference participants.

Course Content Synopsis

Title of Training:

Date(s) and Time (s):

Facilitator Name(s):

Brief Description of Course:

Goals:

1)

2)

3)

Objectives:

At the end of the presentation, participants will be able to:

1)

2)

3)

Training Agenda with Breaks

Agenda items:

1)

2)

3)

Time:

PRESENTER AGREEMENT

On behalf of my co-presenters and myself should this presentation be selected, I/we agree that:

1. Participation in the program will exempt presenters from paying registration fees **only for the day of their presentation.**
2. MACC does not cover vendor related issues, should you wish to provide a vendor booth for the conference. All set-up and take down displays will be the responsibility of the vendor themselves and MACC is not responsible for lost, stolen or damaged items.
3. Appropriate "Releases of Confidential Information" have been obtained for all client materials that will be used or recorded as part of this presentation. The responsibility for protecting client confidentiality rests with the presenter(s).
4. Presenter(s) will be responsible for informing MACC as to needed audio-visual equipment and/or handouts or may bring their own. MACC does not provide power point equipment. **The Presenter is responsible for their laptop and projector.**
5. MACC asks that presenters forward any materials they wish copied for their presentation at least 30 days prior to the conference date to allow time for said copying to occur.
6. Individuals understand that while preferred times can be requested, the MACC conference committee has the right to arrange the workshops to allow ample workshop opportunities for all participants. You will be notified of your scheduled workshop timeframe at the time of your confirmed workshop acceptance.
7. Individuals submitting or included within this proposal have agreed to be present in Columbus, Ohio September 23 or 24, 2010, at the 2010 MACC Annual Conference and conduct their proposed presentation on the scheduled date and time listed.
8. Presenter(s) authorize MACC to video/audio record or photograph their presentation.

DEADLINE FOR SUBMISSIONS: June 31, 2010

Signature: _____

Print Name: _____

Signature (Co-presenter): _____

Print Name (Co-presenter): _____

Preferred Contact Number: _____

Please submit by June 31, 2010 to Charleta B. Tavares, MACC Executive Director ctavares@maccinc.net, mail to 1335 Dublin Rd. Suite 105 C, Columbus, Ohio 43215 or fax to: 614-487-9320.