

**Call for Proposal has been extended:  
All proposals are due by Wednesday, April 24, 2024**

**Annual Workforce, Career and  
Technical Education Conference 2024  
Sponsored by the Mississippi  
Community College Board Request for  
Proposals (RFPs)**

July 31-August 2, 2024

The Natchez Convention Center



Natchez, Mississippi

Thank you for your interest in presenting at the 2023 Workforce and Career Technical Education (CTE) Summer Conference! This conference is the premier annual gathering of the Mississippi workforce, and career and technical education professionals in an exciting educational and informative setting.

Submission Deadline: All proposals must be submitted by **Wednesday, April 24, 2024**. Any proposal submitted after the deadline will **not** be considered.

**Purpose:** The Office of Career and Technical Education is seeking proposals for workshops to be presented at its Annual Workforce, Career and Technical Education Conference to be held July 31-August 2, 2024, at The Natchez Convention Center in Natchez, Mississippi. This is a competitive process. The conference review committee will select workshops that best satisfy the criteria specified below. Please read the information for this request for the workshop proposal (RFP) process thoroughly as it provides important information and instructions for submitting workshop proposals.

**OVERVIEW:** The Annual Workforce Career and Technical Education Conference is a professional training conference. It is an opportunity for people from a variety of workforce and community college career and technical education backgrounds to come together and explore strategies to elevate and positively impact Mississippi's human capital. Our goal is to provide a wide range of workshops on a variety of relevant and engaging topics such as, education, workforce, leadership, and technology. We encourage proposals that address the needs of a wide range of practitioners and stakeholders and offer innovative practices and concepts.

### **Requirement for Presenting/Registration Fees**

- ❖ **Registration Fees:** All presenters are required to register for the conference and pay the registration fee of \$150.

### **Presentation length:**

**All breakouts are 55 minutes.** Since the time slots are short, please make sure your information is brief and gives attendees something they can take away from the presentation and implement immediately. Audience size may vary.

**CONFERENCE AUDIENCE:** The Annual Workforce, Career and Technical Education Conference is a professional training conference. On average, the conference welcomes 600+ attendees. Attendees to the conference generally include postsecondary career and technical educators, workforce directors, and community college administrators. Attendees represent a range of professional backgrounds and experiences relevant to educating students enrolled in the community college system.

**GENERAL WORKSHOP INFORMATION:** The committee is seeking presentations that provide actionable information focused on educational advancement, career,

leadership, technology in the classroom, student retention, and workforce development. Proposals should enhance attendees' professional development and provide avenues for

### **WORKSHOP ELEMENTS AND EVALUATION CRITERIA:**

- Please note the following criteria as you prepare your proposal. The selection committee will evaluate each element during the workshop selection process:
- Workshop proposals should meet the following criteria:
- Presentations must be 55 minutes.
- Presentation should identify three (3) learning objectives/goals of the workshop.
- Proposals should offer innovative concepts or introduce new information based on best practices or specialized expertise. Describe how these will be presented to provide participants with opportunities to apply innovative concepts or continue learning beyond the conference.
- Proposals should describe the learning format to be used to deliver the presentation (i.e. lecture, case study, interactive/participatory, problem-solving/work groups, roundtable, panel, etc.). Preference will be given to presentations with interactive/engaging learning features which encourage active learning. Presentations should also permit time for questions and answers from participants. [Provide as much detail as possible about the format. For instance, the number of panelists and the disciplines represented; work group activities; use of polls, handouts, interactive games or web programs, etc.]
- Include practical tools, examples, data, or knowledge demonstrating to attendees the efficacy of the innovation or the soundness of the research. Describe how the workshop will offer actionable steps or tools that colleges or businesses can immediately implement; or provide information on where attendees can go to learn more.
- Presentation should NOT be an advertisement or sales presentation. We ask that presenters limit self-promotion of themselves and their organizations to introductions and offering contact information. Presenters shall not directly solicit attendees. Contact conference organizers for more information.
- Presenters should offer additional resources. While optional, presenters are encouraged to submit handouts with references for additional resources, research/education, fact sheets, implementation tips, or other guidance. We do not provide copies for distribution during workshops.
- Presenters shall submit a copy of the presentation to the Office of Career and Technical Education prior to the conference. Sensitive, confidential, or proprietary content may be omitted or redacted. Contact conference organizers for questions or more information.

The Natchez Convention Center will provide a screen, projector, and A/V equipment (speakers and microphones) in each room. Presenters are responsible for all other equipment such as laptops, charging cords, VGA adapters, etc. We will provide an easel board with paper and markers upon request.

**Going Green:** The Office of Career and Technical Education **will not** photocopy materials for workshop activities or breakout sessions. Presenter(s) must provide any printed handouts or materials to be used during the workshop. Presenters will be required to submit all workshop materials prior to the conference via email.

## **REQUIREMENTS FOR SPEAKERS:**

Once notified, the presenter(s) must provide the following in a timely manner:

1) Final title and complete workshop description. Please review the final submissions closely and edit for proper punctuation and grammar.

2) Your Workshop learning objectives

3) Professional bio (required for each presenter)

4) Headshot Photo (professional photo preferred)

5) Current CV (curriculum vitae) and/or resume

6) Presentation slides (formatted as PDF) and/or additional handout(s) to be shared electronically with conference attendees. If copyrighted information is contained in a presentation or supplemental materials, it is the presenter's responsibility to cite the proper source.

7) *Presenters MUST submit a copy of the presentation slide deck by the given deadline prior to the conference. Sensitive, confidential, or proprietary content may be omitted or redacted. Contact conference organizers for questions or more information.*

**Presenters agree to respond promptly to requests from the Office of Career and Technical Education regarding documentation, special needs requests, or other requirements prior to the conference.**

## **PROPOSAL CONTENT OVERVIEW:**

All proposals must be submitted online through the RFP submission form. To help you prepare, all of the information requested in the proposal form is listed below. If you wish to submit more than one workshop proposal, please complete a separate form for each workshop.

## **REQUESTED WORKSHOP INFORMATION**

- ❖ Workshop title
- ❖ Workshop description/summary (200 word limit)

- ❖ What is the main goal of this workshop? How does the information in this workshop apply in practical settings to Workforce and Career Technical Education? (200 word limit)
- ❖ List three (3) learning objectives for the workshop.
- ❖ Who is/are the target audience(s) for this workshop?
- ❖ Outline the workshop's learning format and the approximate length of each format included. Describe how the employed learning method(s) allow for participant engagement. Learning formats might include: case study, panel discussion, open discussion, Q&A, experiential learning activity, and lecture/presentation. (100 word limit)
- ❖ Will any supplemental materials accompany the presentation (e.g., video, audio recordings, handout, PowerPoint)? Briefly describe the materials to be provided. Have you presented or facilitated this or a similar topic at a workshop in the past? If so, please list when/where and provide a link to any sample content.

**PRESENTER INFORMATION – REQUIRED FOR EACH PRESENTER  
(INCLUDING PANELISTS)**

1. Contact information – name, title, phone, email, mailing address
2. Agency/Organization/Affiliation
3. Years of experience in field(s) related to workforce and career technical education
4. Previous training/presentation experience
5. Bio – 300 word limit (use third person)
6. One (1) professional reference (name, title, organization/affiliation, email, phone, relationship to presenter and years known)
7. If available, links to previous presentations

**QUESTIONS & ADDITIONAL INFORMATION:**

Please contact Dr. LaToya Sterling at [lsterling@mccb.edu](mailto:lsterling@mccb.edu) or call 601-432-6101 with any questions. Refer to the Office of Career and Technical Education webpage for more information about the conference or the workshop selection process.

## **Strands**

### Strand 1

#### **Career Counseling, Development, and Advising**

- Career awareness / exploration / development
- Career coaching / navigating
- Career counseling
- College and career planning
- Family engagement
- Growing leaders
- Pathways advising
- Recruitment and retention strategies
- Supporting special populations

### Strand 2

#### **Teaching and Learning**

- Ability to benefit
- Contextualized instruction
- Co-planning / co-teaching
- CTE program options
- Curriculum alignment
- Diversity, equity, and inclusion
- Integrated education and training (IET) best practices
- Work-based/experiential learning opportunities
- Essential / employability / soft skills

### Strand 3

#### **Designing / Delivering Programs**

- Adult career pathways
- Apprenticeships / pre-apprenticeships
- Competency-based education
- Credentialing and micro credentialing
- Credit for prior learning / Prior learning assessment
- Design and deliver career and college pathways without limit
- Design and deliver high-quality equitable Career Pathways
- Diversity, equity, and inclusion
- Dual and articulated credit
- Guiding learning pathways
- Industry-recognized certifications
- Internships
- Measurable skill gains
- Pathway mapping
- Scholarships
- Stackable credentials

### Strand 4

#### **Establishing / Growing Partnerships**

- Building cross-agency partnerships

- Classroom speakers / mentors
- Connecting K12 and college systems
- Dual and articulated credit
- Employer engagement
- Examining equity through Career Pathways
- Measuring impact
- Relationship management
- Policy and program alignment

#### Strand 5

#### **Workforce Development**

- Correctional models
- Diversity, equity, and inclusion
- Essential / employability / soft skills
- Programs to support returning veterans
- Using labor market data
- Talent development strategies
- WIOA administration to support pathways
- Workforce board partnerships