



## **CALL FOR PRESENTATION PROPOSALS FOR 2018 ACHRO/EEO FALL INSTITUTE**

The Association of Chief Human Resources Officers and Equal Employment Officers (ACHRO/EEO) of the California Community College Districts invites you to submit presentation proposals for consideration at the October 9-12, 2018 Training Institute at the Hyatt Regency Sacramento, Downtown Sacramento.

The Association takes responsibility and leadership of professional development for human resources and equal employment professionals. Membership is open to managers, professionals, and para-professionals whose responsibilities include the human resources and/or the equal employment function.

Presentation tracks should address the needs of the more experienced and newer community college administrator, mid-level professional and/or para-professionals. Consider workshops on best practices, models, recent legislation, court cases as it affects various provisions of laws, etc., as it relates to human resources and equal employment officers. **Please focus your presentation as it affects diversity issues.** Interest has been expressed for the following workshop topics and RFP's addressing these topics will be given high consideration:

1. Mock Trial on Title IX
2. Leaves
3. ACA Updates
4. Unconscious Bias
5. Workers' Compensation
6. EEO
7. ADA/FEHA and physiological disabilities and service animals
8. Diversity and cultural competence differences
9. How to communicate effectively with difficult clients; how to have difficult conversations

Consider designing your workshops in a series – the first workshop in the series to address the beginner practitioners, with the second workshop to address the intermediate or advanced practitioners, or designing workshops for the para-professionals/technicians. **You are encouraged to include experienced human resources/equal employment professionals as co-presenters in your workshops or as panel members. Please ask one Chief Human Resources Officer to sponsor your presentation. They will need to attend the session with you. They may or may not present.**

Except for the Townhall meeting, Diversity training, and/or Mock Trial type presentations, accepted presentations will be scheduled in 1 hour 15 minutes, or 2 hour 30 minute slots.

The following are the dates for your considerations:

- **Friday, April 6, 2018** – Deadline for submitting proposals
- **Friday, May 25, 2018** – Presenters notified of acceptance of proposal
- **October 9-12, 2018** – ACHRO/EEO Training Institute at the Hyatt Regency Sacramento

Deadline for submitting handouts for your workshops in PDF format is NLT **September 17, 2018**, and must be sent to Ruth Cortez at [klavier88@verizon.net](mailto:klavier88@verizon.net).

Questions may be directed to Ron Cataraha, ACHRO/EEO Consultant at [rcatsr@aol.com](mailto:rcatsr@aol.com) or cell phone (714) 225-7125.

**PLEASE RETURN COMPLETED RFPs TO**

**Ron Cataraha at [rcatsr@aol.com](mailto:rcatsr@aol.com) and Ruth Cortez at [klavier88@verizon.net](mailto:klavier88@verizon.net).**



**ACHRO/EEO TRAINING INSTITUTE  
PRESENTATION PROPOSAL FORM**

**PRESENTER:**

First and Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**CO-PRESENTER:**

First and Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**CO-PRESENTER:**

First and Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Presentation Title:** (Please submit a title that accurately conveys the content of your presentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Presentation Description:** (Please submit a description that will be used in the program to succinctly and accurately describe or reflect your presentation. This is your marketing opportunity to attract participants and make the description eye-catching)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**ACHRO/EEO TRAINING INSTITUTE  
PRESENTATION PROPOSAL FORM (Continued)**

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**Statement of How the Presentation Meets The Suggested Workshop topics:**

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**This workshop will offer MCLE credit:**

- Yes

**Targeted group:**

- Advanced (experienced community college HR/EEO manager)  
 Beginner (less experienced community college HR/EEO manager)  
 Advanced and Beginner  
 Professional and/or paraprofessional

**EQUIPMENT NEEDS: AND ROOM SET-UP: BELOW MUST BE COMPLETED IN FULL**

**Equipment Needs:**

- Podium  
 Easel/Flip chart & markers  
 LCD/Video Projector  
 Screen only (bringing own equipment)  
 No A.V. equipment needed  
 Microphone # of \_\_\_\_\_  
 Podium     Floor     Table  
 Wireless (handheld or clip on – circle one)  
 White Board  
 Internet Connection  
 Other \_\_\_\_\_

**Room Set-Up:**

Please Note: Every effort will be made to accommodate your request

- Lecture Style  
 Theatre     Classroom     Head Table  
 Rounds of 8  
 "Think Tank" (circle)  
 Other: \_\_\_\_\_

**Special Accommodations for Workshop:** (If you have a disability that requires special accommodations for your workshop or if your availability to present is limited, please explain.):

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**Please return, via e-mail, the completed form by Friday, April 6, 2018 to:**

**Ron Cataraha, [rcatsr@aol.com](mailto:rcatsr@aol.com) and Ruth Cortez, [Klavier88@verizon.net](mailto:Klavier88@verizon.net)**