



CALL FOR PRESENTATION PROPOSALS FOR 2019 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 22-25, 2019 Training Institute at the Hyatt Regency Orange County.

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.

A theme has been adopted for this year's Fall Institute, "Building for the Future". Please focus on this theme when developing your workshop, as well as the bullets below. Also, a list has been attached which shows expressed interest in other workshop topics. RFP's addressing all of these issues will be given high consideration.

- EEO
- Equity/Inclusion
- New Change in Law; Title IX
- Safety on Campus
- Diversity Recruitment Best Practices

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 12, 2019** – Deadline for submitting proposals
- **Friday, May 24, 2019** – Presenters notified of acceptance of proposal
- **October 22-25, 2019** – ACHRO/EEO Training Institute at the Hyatt Regency Orange County

Deadline for submitting handouts for your workshops in PDF format is NLT **September 27, 2019**, and must be sent to Ruth Cortez at klavier88@verizon.net.

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

PLEASE RETURN COMPLETED RFPs TO

Ron Cataraha at rcatsr@aol.com and Ruth Cortez at 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)

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

Statement of How the Presentation Meets The Suggested Workshop topics:

This workshop will offer MCLE credit:

- Yes (If you do, please provide paper-work for attendees)

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.):

Please return, via e-mail, the completed form by Friday, April 12, 2019 to:

Ron Cataraha, rcatsr@aol.com and Ruth Cortez, Klavier88@verizon.net