



## School's Out Washington 2023 Bridge Conference Workshop Request for Proposals

Thank you for your interest in presenting at School's Out Washington's 2023 Bridge Conference! Our annual convening aims to bring together presenters and participants with many different identities, perspectives, and backgrounds from the expanded learning opportunities field, including welcoming people who speak multiple languages.

We plan to provide a balanced, diverse program including a majority of presenters identifying as Black, Indigenous, and/or People of Color (BIPOC). We also strive to bring workshops from across Washington state, and an array of topics for attendees with different roles and levels of experience and expertise to choose from. As an organization we are committed to breaking down barriers around language and are excited to host sessions in languages other than English. English grammar is *not* part of our selection criteria. We are seeking proposals that offer a high quality and compelling workshop (e.g. clarity of title, description, style and delivery), conference alignment, relevance with event learning objectives, and racial equity alignment.

This year's theme is **Forging Brighter Futures – Reflect. Connect. Reimagine**. We are looking for workshop proposals that help leaders and youth within programs and systems to:

- Understand stages of child and adolescent development (including what we know now that we didn't know 5-10 years ago), and how to apply this knowledge to programs and systems.
- Align employee, program, and organizational practices with values.
- Cultivate community care for youth and youth workers.
- Incorporate practices that support our humanity, from how to heal and manage grief to how to celebrate and play together.
- Lead an individual, organization, or system through transformational change.
- Create or grow new programs in collaboration with others, within an environment of support.
- Communicate about the strengths of the expanded learning opportunities field and the critical role we play in supporting youth and families to policy makers, government agencies, and the public.
- Reflect on our biases while learning and unlearning how to create more holistic and supportive environments for young people.

Please review this list of questions before completing your proposal via the [Form](#). Questions with an \* are required.

We look forward to reviewing your proposal and thank you for your commitment to the expanded learning opportunities field!

## LEAD PRESENTOR INFORMATION

Name of Lead Presenter \*

Pronouns, fill in the Blank. This information ensures that we communicate with accuracy and respect. For more information, visit <https://uwm.edu/lgbtrc/support/gender-pronouns/>.

School's Out Washington is committed to a more equitable afterschool and youth development sector that reflects the young people and communities we serve; Black, Indigenous, and People of Color are highly encouraged to apply. Do you identify as Black, Indigenous, and/or a Person of Color (BIPOC)?  
Yes/No

Lead Presenter's Role or Profession \*

Organization Name (mark N/A if not applicable) \*

Lead Presenter's Email \*

Lead Presenter's Phone Number \*

Lead Presenter's Address (Work/Home/Mailing)

Lead Presenter's Address Line 1 \*

Lead Presenter's Address Line 2

Lead Presenter's City \*

Lead Presenter's State \*

Lead Presenter's County \*

Zip code \*

Lead Presenter's Biography: Bridge participants seek to learn from others in the expanded learning opportunities field – people with different roles, levels of experience, and perspectives. Describe your experience and education, and any other information about your background that would help us understand your connection to this workshop topic (maximum 900 characters). This information may be used on the SOWA website and/or other marketing material to help attendees learn more about the presenter's background and connection to the expanded learning field. \*

Do you have co-presenters?

**FILL OUT CO-PRESENTER 1 AND/OR 2 INFORMATION, if applicable**

## WORKSHOP PROPOSAL QUESTIONS

Session Title (maximum 100 characters). Use active verbs to entice workshop attendees. \*

Session Description: Please provide a brief description of your workshop (maximum 900 characters), which should include: \*

- a. Workshop learning objectives (What will participants learn or be able to do? How will they feel at the end of the session?)
- b. Audience - describe who will benefit from this workshop (direct service staff, manager, executive leader, researcher, funder, etc.).
- c. Activities or style of delivery – reference how participants will engage (such as hands-on activities, group discussions, or panel presentation)

Note: Descriptions will be used in marketing and communication material. \*

Racial Equity: SOWA is committed to building a more equitable expanded learning opportunities field to better serve BIPOC youth unjustly impacted by structural racism and other systemic barriers. The Bridge Conference is a space for deepening our learning and skills to address racism and sharing experiences from the community. Please describe how your workshop will contribute to the conversation of racial equity. \*

Conference Focus area: Which of the following focus area(s) do you think your workshop could fit within? Please select one or two. \*

- Race and Equity
- Youth Development Programming
- Capacity and Systems Building
- Emerging Issues
- Multi-Sector Partnerships and Collaboration

Workshop Style: Please describe how you will deliver this workshop. (Choose all that apply.) \*

- a. Presentation
- b. Panel
- c. Active Participation
- d. Group discussion
- e. Other

Workshop Delivery: Describe how you will facilitate a high quality and compelling workshop. If possible, include a brief outline or agenda. \*

Workshop Level: How would you define your workshop level? (Choose one) \*

- d. Beginner: This session is designed for with little or no knowledge of the subject
- e. Intermediate: This session is designed for attendees with working knowledge of the subject
- f. Advanced: This session is designed for attendees with some expertise in the subject matter

Intended Youth Population. \*

We will use this information in the description to help participants select applicable sessions.  
applicable

- a. Elementary School Age (K-5th Grade)
- b. Middle School (6<sup>th</sup>-8<sup>th</sup> Grade)
- c. High School (9<sup>th</sup>-12<sup>th</sup> Grade)
- d. Young Adults (18+)
- e. All Ages: 5-24
- f. Not applicable

Session Length: Please indicate the proposed length of your session. Most of our sessions will be 90 mins\*

- a. 1 hours (60 minutes)
- b. 1.5 hours (90 minutes)
- c. 2.25 hours (135 minutes)

Dates: Please indicate which days you are available to present at the conference. Note that some workshop periods are different lengths (90-minute or 3-hour). Because there are a limited number of workshops in each period, your availability may influence our decision-making as we finalize our menu of workshops. Please note that there is **only one** period when 135-minute sessions will be offered (Period D). Check all that apply. \*

- Monday, November 6, 10:15 a.m.-11:45 a.m. PST (90-minute session), Workshop Period A
- Monday, November 6, 1:15-2:15 p.m. PST (60-minute session), Workshop Period B
- Monday, November 6, 2:30-3:30 p.m. PST (60-minute session), Workshop Period C
- Monday, November 6, 1:15-3:30 p.m. PST (135-minute session), Workshop Period D
- Tuesday, November 7, 9-10:30 a.m. PST (90-minute session), Workshop Period E
- Tuesday, November 7, 10:50 a.m.-12:20 p.m. PST (90-minute session), Workshop Period F
- Tuesday, November 7, 2:15-3:45 p.m. PST (90-minute session), Workshop Period G

## ACCESS AND SUPPORT

Our goal is to create a supportive and accessible experience for our presenters. SOWA will provide room host for each workshop session. Room hosts will meet presenters in the designated room 15-30 minutes before the start of each workshop session and may assist with room set up, welcome attendees, and distribute evaluations 3- 5 minutes before the workshop ends.

Audio Visual Equipment: Please check items that you require for your workshop session. We may not be able to accommodate all requests. Please expect to bring your own laptop, or your materials need to be accessible via a cloud provider. if you are using one, and all accompanying connecting cords. Flip chart stands, papers, and markers will be provided. Conference staff will follow up with you to confirm what will be available. \* Check all that apply.

- Projector & Projection Screen (e.g. for PowerPoint presentation)
- Audio (e.g. for playing music or showing a video)
- Microphone
- Other (please describe)

Special Requests: If you have any unique requests that would influence the success of your workshop, such as maximum number of participants, room set-up, etc., please record your request here. If your session is selected, we will follow up regarding your request.

Accommodations: If you have a disability and require accommodation to fully participate as a presenter in this conference, please describe your request for reasonable accommodations here, or contact our team at [bridge@schoolsoutwashington.org](mailto:bridge@schoolsoutwashington.org) to inquire about how we might be able to accommodate your request.

## WORKSHOP SELECTION CRITERIA AND PRESENTER EXPECTATIONS

**Selection Criteria:** SOWA will prioritize the following criteria in the workshop selection process: high quality and compelling workshop (e.g. clarity of title, description, style and delivery), conference alignment and relevance (with event learning objectives), racial equity alignment, and providing a balanced, diverse program including a majority of presenters identifying as Black, Indigenous, and/or People of Color and workshops from across Washington state, and an array of topics for attendees with different roles and levels of experience and expertise to choose from. English grammar is *not* part of our criteria.

**Required Presenter Orientation:** If selected, all presenters are required to attend the presenter Orientation meeting via Zoom on one of the following days/times:

- 10/10/23, 4:30pm-6:00pm PST
- 10/13/23, 10am-11:30am PST

**Room Host & Pre-Workshop Check-In:** Presenters must arrive 30 minutes prior to their workshop start time, check in at registration, and check in with the room host at the assigned room at least 20 minutes prior to session start time.

**Complimentary Registration:** We encourage you to attend the rest of the Bridge Conference and offer up to 2 complimentary registration (value of \$600) to each presenting team selected through the RFP. Additional co-presenters are welcome to purchase a ticket if they wish to attend. If you are selected, you will receive information about how to register as a presenter and we strongly encourage you to register at that time in order to reserve your spot.

**Products:** We encourage you to share *free* resources, tools, curriculum, etc. in your workshop session. If you are interested in promoting a product or service that is *not* free or widely available to the public, we offer you the opportunity to become a sponsor or exhibitor for Bridge. Please see our current [Bridge website](#) for more information.

**Photos & Video:** School's Out Washington may take photos and perhaps some video of the 2023 Bridge Conference, including speakers, attendees, and other activities to use in marketing and other materials. Conference attendees waive any rights and any claims regarding the taking and publishing of such photos, video, etc.

#### **Important Dates & Timeline:**

- The deadline for proposal submissions is **July 20, 2023**.
- All applicants will be notified of the status of their proposal by **August 25, 2023**.
- If selected to present, you will be required to confirm your plans to present by **September 6, 2023**.

I have reviewed the guidelines and agree to participate as outlined above if this proposal is selected for the 2023 Bridge Conference. Yes or No

**Thank you for submitting your proposal to present at the 2023 Bridge Conference!**