



2021 ASC Virtual National Service Training Conference Call for Proposals Guidelines

Submission Deadline: Thursday, January 14, 2021 at midnight Eastern

The 2021 ASC Virtual National Service Training Conference will occur over four days May 4 - 7, 2021.

Target Audience

The primary audiences for this conference are:

- AmeriCorps State/National program and/or fiscal staff
- State service commission staff and commissioners
- While not a primary audience, all other streams of national service (Tribal, VISTA, NCCC, Senior Corps, VGF) are welcome to attend.

Expected attendance for the conference is anticipated to be up to 1,000 attendees. Each breakout session will vary but may have up to 100-250 attendees pending registration.

Workshop tracks for the conference include:

- AmeriCorps Fiscal & Grants Management Workshops
- AmeriCorps Program Management Workshops
- Special Topics Workshops
- State Service Commission Workshops
- Volunteer and Member Engagement Workshops

National Service Training Conference Purpose

The purpose of the Virtual National Service Training Conference is to support and guide national service leaders in growing their resources, tending to their specific needs, building their capacities, and creating a space for inspiration. The 2021 virtual conference will provide practical tools, while facilitating thoughtful discussions for the primary audiences. The theme for the 2021 trainings is “Take Action and Persevere” language that comes from the AmeriCorps pledge. This theme recognizes the significant challenges that impacted all of us in 2020; and yet, AmeriCorps programs and Members lived up to their pledge to not sit idly by, but to take action and persevere during the hardest of times.

National Service Training Conference Outcomes

During the conference, we hope to do the following:

1. Expose participants to different ways of doing things.
2. Meet the needs of all experience and stakeholder levels.



3. Explore strategies that strengthen and sustain member, volunteer, and participant opportunities and experience.
4. Build participant knowledge base in program, fiscal, and grants management.
5. Enhance evidence base and performance management understanding and implementation.
6. Strengthen and expand national service connections and cross stream partnerships;
7. Provide opportunities for professional development on areas outside of program, fiscal and grants management.
8. Facilitate best practice sharing and discussion on pressing challenges facing the field.

During the conference, we hope our participants leave with:

1. Questions answered.
2. Solutions to problems they face.
3. New resources.
4. A plan for specific improvements in grants, fiscal, performance, and/or program management.
5. A renewed spirit and strategies to sustain that spirit.

Session Format

All sessions will be presented in a virtual format during either a 45-minute or 75-minute time block. Presentations will be live during a select time during the conference and recorded and provided to all registrants on the conference website following the conclusion of the conference.

Technology Requirements

All presenters must:

- Have a reliable internet connection.
- Have a camera on while presenting their session.
- Utilize the ASC designed National Service Training Conference digital background.
- Present from a location where they are not directly in front of a light source (ex. a window).
- Use headphones/headset to reduce any computer/background noise.

ASC will schedule a technology walk-through with all presenters prior to the conference for additional support.



Who should submit a proposal for the National Service Training Conference?

Presenters who are comfortable and skilled at presenting in a virtual setting for up to 250 participants. Sessions should 1) present information and 2) build specific skills by giving the participants an opportunity to practice the concepts presented.

What will presenters need to do?

- Presenters will provide training to up to 250 participants in a specific breakout room.
- Presenters should include an **interactive component** for participants to **practice** what they are learning if possible: for example, small group, or large group breakouts, activities; discussion; games; reflection; etc.
- We encourage presenters to allow time for questions and answers.

Target Audience

Presenters must understand that the participants who attend this conference have varied levels of experience. Proposals that address experienced and advanced levels are strongly encouraged. Proposals should specifically identify the targeted **Level of Instruction** for the audience:

- **Introductory (101):** Staff with less than two years of experience on this topic.
- **Experienced (201):** Staff with 2-5 years of experience on this topic.
- **Advanced (301):** Staff with more than 5 years of experience on this topic.
- **General Audience:** Mixed audience with various levels of experience.

Prioritized Session Topics

Proposals that address additional topics will be considered; however, during the selection process, **priority will be given to proposals that address the below list of topics**. In addition, keynote speakers are encouraged to consider the below topic area list and also topics that renew the spirit of those in attendance or leave participants with a high level of enthusiasm. Regardless of the topic, all presentations should focus on providing practical tools and information that attendees can act on and implement in their own programs/organizations.

Prioritized Session Topics:

- **AmeriCorps member recruitment, management, and retention**
- **Data collection, evaluation, and data-driven decision making**
- **Developing a talent (and Alumni) pipeline**
- **Diversity, equity, and inclusion**
- **Engaging philanthropy, corporations, and donors to diversify funding**
- **Leadership development for experienced AmeriCorps program staff**



- **Leadership development for experienced state service commission staff or commissioners**
- **Rural program development and outreach strategies**
- **Supporting AmeriCorps members** (i.e. mental health, utilizing benefits, budgeting, housing, Education Awards, etc.)
- **Virtual training, orientation, and support, tips and best practices**
- **Uniform Grant Guidance and related fiscal grant management**

How do I submit a proposal?

Proposal forms must be submitted via the online Survey Monkey form available here:

<https://www.surveymonkey.com/r/F6SV675>.

To obtain a copy of this form visit www.nationalservicetraining.org or if you have any questions or concerns about the Proposal Form, please contact Elisa Gleeson, egleeson@statecommissions.org.

What is the submission deadline?

All proposals must be submitted in Survey Monkey by **Thursday, January 14, 2021 at midnight ET** to be considered for the 2021 Virtual National Service Training Conference. This deadline applies to all potential workshop presenters.

How will proposals be selected?

Proposals will be reviewed by the Agenda Development Committee or a designated workshop selection committee and selected based on the following criteria:

- Relevance to the conference purpose and outcomes
- Ability to address timely, relevant topics (see above topic list)
- Building of participants' skills/knowledge
- Presenter's training experience, skills, and style
- Presenter's reference
- Topic, content, and methodology
- Clear outcomes for increasing participant skills and knowledge
- Cost and budget availability

When and How will I know if I have been selected?

Presenters will be notified by email by **February 26th** whether or not they have been selected and which session (if multiple were submitted) has been selected. You will be required to submit all presentation materials by **Thursday, April 22nd**. Do not register for the conference until you have been



notified about your selection for presenting as presenters will be provided a separate presenters-only registration link.

If I am selected, what are the next steps?

When notified for selection on February 26th, presenters will be provided with instructions on how to register for the conference.

All presenters must submit **electronic copies of final handouts, power points, and other training materials** no later than **Thursday, April 22nd**.

All information will be emailed to the **lead presenter**, who is responsible for sharing with the co-presenters.

What costs will be paid to me as a presenter?

There are two categories of presenters; **peer presenters** and **outside presenters**.

Peer presenters include any staff member of an organization currently managing a CNCS grant including Commission Staff, AmeriCorps Staff, Senior Corps Staff, and CNCS Staff. If you are a peer presenter, you will receive no payment for participating as a presenter. Peer presenters will receive a discount on their conference registration.

Outside presenters include trainers and consultants that are requesting to receive an honorarium for their preparation and presentation time. If you are an **outside presenter**, the amount of the honorarium will depend on the number and length of sessions you are presenting. **Payment will be made per session regardless of the number of presenters per session.** The total honorarium amount will be included as part of the signed presenter agreement.

Honorarium amounts will be calculated as follows:

- Presentation & Preparation Time, 45-minute session: \$200
- Presentation & Preparation Time, 75-minute session: \$300

Outside presenters may offer their presentation time as an in-kind sponsorship. Outside presenters who are waiving their fees and receipt of the ASC Honorarium will be acknowledged at the Community Builder sponsor level, which includes:

- Sponsorship name recognized on conference materials and the conference website.
- Virtual exhibit space.
- Free registration for one (1) attendee.

For more sponsorship information visit <http://www.nationalservicetraining.org/>.



Contact

For questions related to this call for proposals, please contact Elisa Gleeson, ASC Membership and Training Manager at egleeson@statecommissions.org.