



CALL FOR PRESENTERS

The Spring Industry Support Conference is part of Housing Oregon, a statewide, membership-based association of over 80 affordable housing and community development organizations, public housing authorities, partners and advocates. Housing Oregon strengthens its members, the affordable housing industry and communities throughout Oregon through advocacy, best practices development and peer learning.

CONFERENCE DESCRIPTION

Housing Oregon's Industry Support Conference provides policy and advocacy updates; technical skill-building content and showcases how innovators are solving business problems for their organization by leveraging resources, implementing best practices and forging cross-sector collaborations to strengthen and sustain housing and asset building programs for hard-working families and vulnerable populations throughout Oregon.

We welcome submissions from industry professionals, consultants, educators, and community stakeholders from the corporate, academic, non-profit and the public sector. We look for "how-to" content, best practices and thought-provoking ideas—all with a focus on how to reach new levels of impact, equity and sustainability.

THE AUDIENCE

Our conference draws 250–300 participants, primarily line-staff, administrators and leaders from community development and affordable housing organizations who come together to discuss common issues, success and challenges. Attendees are organizational professionals across all industry sectors including housing and community development, advocacy, social services, community action agencies, housing authorities, government agencies, finance, and construction. They work in rural and small-town environments, and in suburban and urban areas.

PROPOSAL GUIDELINES & INFORMATION

We welcome proposals from industry experts, vendors, researchers, consultants and front-line practitioners that focus on how-to, in-the-trenches, skill-building content, as well as examples of best practices and innovations. Proposals should support the theme, “Build Up!” and focus their learning objectives to one of our six practitioner groups or focus areas listed below.

Practitioner Tracks:

Conference sessions are generally organized around the following categories or tracks: Leadership & Policy; Housing Development; Fiscal Management; Resident Services; Property & Asset Management; and Homeownership Counseling & Education.

Sample topics of interest include: financial coaching case studies; compliance and reporting for multiple funding sources; land banking models; marketing programs on a limited budget; challenges of hiring skilled workers/contractors; innovative debt structures; financial reporting strategies; self-care for caretakers.

This conference season, Housing Oregon also seeks proposals that address Workforce Housing, Rural Policy and Development, Veterans Programs, Fair Housing, Coalition Building best practices, and Mental Health supports and Trauma-informed housing.

When submitting your proposal, you must indicate which category you believe is the best fit. Proposals that address more than one category are acceptable and multiple proposals may be submitted from the same primary presenter.

SESSION FORMATS

The Industry Support Conference includes four series of concurrent breakout sessions. Sessions are 90 minutes in length. There are three types of sessions for which proposals may be submitted:

- 1. Panel Discussions:** Panels may include a maximum of 4 presenters and one moderator. A minimum of 30 minutes of interactive dialogue with session attendees is required. Feedback from previous conference attendees has shown that the most successful sessions are those that exhibit the spirit of genuine discussion and exchange of ideas.
- 2. Facilitated Roundtables:** Roundtables, focused on specific topics, may be presented by a maximum of 2 facilitators. The idea of the roundtable is to delve into the deeper issues of particular topics and focus on developing solutions, approaches, strategies, or innovative thinking. They demand interaction from all participants. Facilitators briefly introduce the topic and provide background information (this should not be a presentation and should not involve a slideshow), then pose questions to facilitate the discussion. The outcome of each roundtable session is a collegial discussion and an exchange of ideas providing a

range of perspectives for participants. Facilitators are requested to submit the discussion outcomes in writing to Housing Oregon for posting on the conference website within two weeks of the conference.

3. **Lecture or Training:** Lectures and Trainings may be presented by a single speaker, but not more than 2 lecturers/trainers. The topic must be informative and relevant to affordable housing, equity or the intersection of housing with other sectors, such as health, education, etc. Trainings should allow participants to practice or apply new skills during the session and/or include small group work. A minimum of 30 minutes of interactive dialogue with session attendees is required.

Guidelines for Submitting a Proposal

- Indicate the type of session format for which you are submitting a proposal:
 1. A panel discussion
 2. A facilitated roundtable discussion
 3. Lecture or Training
- Panel Session Proposals must demonstrate that at least 30 minutes are incorporated for discussion and interaction. Panels should not be “talking heads” but rather allow sufficient time for adequate discussion and exchange between all in attendance.
- Panel Sessions should focus on lessons learned, challenges and issues encountered and how those were addressed. Sessions should not be a “show and tell” of an organization or program.
- Facilitated Roundtable Discussions should pose a series of discussion questions and should NOT include any formal presentations.
- We will give preference to sessions that include multiple institutions and diverse perspectives. Resident/Client perspectives are welcome.
- Regional diversity, including perspectives from institutions and presenters located outside of Oregon, are most welcome.

Selection Criteria

All submissions are peer-reviewed. The following minimum criteria for presentation proposal acceptance will be used:

- Session is educational in nature—proposals used to promote specific products will not be accepted.
- Session description, title and learning objectives are clearly defined.
- Speaker expertise and presentation experience is evident.

Other selection criteria considered include:

- Important, timely and practical content.
- Content deals with new trends, tools or strategies.
- Session showcases a proven, industry-changing example.

Breakout Session Criteria

- Speakers/presenters should provide sufficient copies of any handouts for the audience. *Additionally, please provide session materials electronically.* These will be posted on the Housing Oregon website after the conference for attendees to download.
- Sessions are 90 minutes long. Please indicate the time you need to present your information and allow for questions and discussion. Exceptions may be made for longer sessions if warranted.
- **Presenters must bring their own laptops.** Mac and tablet users should bring appropriate adapter cables for VGA, USB and HDMI projector ports.

Presenter Benefits and Responsibilities

- Each presenter must register themselves for the conference. Panel Sessions will receive a maximum of five complimentary tickets and Facilitated Roundtable and Lecture/Training Sessions will receive a maximum of two complimentary tickets (a one-time use code will be provided).
- Housing Oregon provides one screen, LCD projector and 2 microphones in each room. Additional equipment, **including internet connection**, is at the expense of the presenter from the conference AV provider. Presenters will be responsible for providing any audiovisual equipment or technology needs not listed above.
- All presenters are responsible for their own lodging, transportation, parking, meal costs not provided through conference registration, and handout materials

Submission Deadline: **Wednesday, January 31, 2018**

Notification of acceptance will be e-mailed to the primary presenter by March 1, 2018.

To submit a proposal, apply online at <https://goo.gl/forms/2018callforpresenters>



Frequently Asked Questions

When will I hear about whether my proposal is accepted or not?

You will hear by March 1, if not sooner, regarding the status of your proposal

How are the proposals reviewed?

Members of Housing Oregon's peer-learning and advocacy groups will review proposals.

Can I request a specific time for my session?

No, due to the complexity of conference scheduling, Housing Oregon is unfortunately unable to accommodate specific requests for session scheduling. Extenuating circumstances will be given consideration, but Housing Oregon cannot guarantee a solution. **Please make sure you and your presenters are available on April 24th between 9am-4:30pm.** If selected, primary presenters will be notified of the session time by early September.

Do presenters receive a discount in conference registration fees?

No. Presenters do receive complimentary tickets (up to 5 for panel sessions and 2 for roundtable discussions and lectures/trainings).

What if one of my presenters is coming only for this session and will not be participating in any other part of the conference?

It is possible for a presenter to just come to their session and then leave. However, there will be no nametag or conference materials provided and the presenter may not participate in any other part of the conference.

If I am using PowerPoint, am I required to bring my own computer?

Yes, you will need to provide your own laptop. Mac and tablet users should bring appropriate adapter cables for VGA, USB and HDMI projector connections.

If I have handouts, am I required to bring copies to the conference?

Yes, you should bring at least 50 copies of your handouts to the conference (unless Housing Oregon provides a lower or higher attendee count). Handouts are strongly recommended. We will also make copies of handouts and presentations available on the Housing Oregon website after the conference. Please submit to tanya@housingoregon.org.