

Training Officers Consortium * 2010 Annual Institute Call for Proposals

We invite you to share tools, skills, and insights on human resources and training in the federal government by submitting a proposal to present to the Training Officer's Consortium (TOC) 2010 Annual Institute, to be held **April 25-28, 2010**, in **Roanoke, Virginia**.

The theme of the 2010 Institute is "**Transitioning our Communities, Restoring Spirit in Federal Service**".

We welcome a wide variety of topics and encourage you to submit any proposal you believe speaks to our theme, but especially proposals that reflect best-practicing in or deal with:

- Issues facing Federal Agency Training and HR components such as
 - Responding to Human Capital Surveys
 - Choosing, Acquiring and/or Implementing a Learning Management System
 - Procuring Services and Products
 - Maximizing Learning with Minimized Budgets
 - Performance Management
 - Succession Management and the Aging Federal Workforce
 - Developing Federal Leaders
- Leveraging new Technologies to Enable Learning for multiple generations in the Federal Workplace to include
 - Web 2.0 technologies (social networking tools, wikis, blogs, etc.)
 - E-Learning
 - Virtual Learning Using Simulations
- Wellness for the Federal Workforce to include
 - Stress Reduction Strategies
 - Successful Wellness Programs
- GSA Schedule Process

While we encourage proposals from all, we are especially interested in hearing from practitioners in Federal Agencies, especially experiences in best practices. Concurrent sessions are 60 and 90 minutes long.

If you have recently implemented a successful learning or human resources program or have knowledge or experience that adds value to the federal workplace, we want to hear from you! Share your knowledge so that many might benefit.

Proposals must be received no later than **Friday, January 8, 2010**. Please see the attachments for all the other details you will need. You can do it all with one e-mail.

Sharing information in forums such as the TOC Institute is an important means of professional development. We look forward to your participation.

** The Training Officers Consortium is a nonprofit organization of federal trainers and other professionals from industry and academe who are interested in contributing to the knowledge and practice of human resources and training.*

General TOC 2010 Proposal Information

Target Audience

The TOC Annual Institute expects to attract approximately 225 attendees. About 75% are Federal agency training personnel; the balance consists of external practitioners (e.g., academicians, consultants and providers of products and services to Federal agency training personnel). Many attendees value sessions that are highly interactive.

Selection Process

The Program Committee will review all proposals received by **Friday, January 8, 2010**.

The following criteria will be considered:

- Fresh ideas, new perspectives
- Usefulness of information presented (how well it is targeted to the audience)
- Clear objectives
- Clear and interesting session description
- Subject matter expertise, presentation skill, and participant involvement
- Relevance to Institute theme

If your proposal is accepted, you will be required to:

- Agree not to market your products/services during the session.
- Cover your travel and living expenses at the Institute. (If you are a TOC registrant, your room and meals during the conference are provided. You must be a registrant to attend other sessions.)
- Provide copies of your handouts at your presentation, if needed.
- Provide your own laptop and LCD projector, if needed.
- Agree to present in either a 60- or 90-minute session (we will make every effort to honor your preference).

Notification

You will be notified of the Program Committee's decision by **Friday, February 12, 2010**.

Institute Schedule

About 35 concurrent sessions will be scheduled. Speakers may present one (1) concurrent session as the sole or primary presenter (with an option to repeat that session later in the conference) and one (1) additional session as a co-presenter. Presentations will be either 60 or 90 minutes and may occur on any day of the Institute.

Conference Room Setup

Each conference room will be set up theater style with tables and holds 50 participants. **You must supply your own laptop and LCD projector.**

E-Mail Your Proposal to:

Norma Scott

Norma.scott@psa.gov

202-442-1927

TOC 2010 Institute Program Chair

Required Features of Proposal

Email to Norma Scott at Norma.Scott@psa.gov by Friday, January 9, 2010.

Attach your proposal to your email, file names beginning with your last name:

- 2010 TOC Session Checklist
- 1-page (maximum) proposal
- 150-word presenter bio
- 50-word proposal summary

Format for Proposal:

Please follow the example in the *Sample Proposal* exactly in content and style. Use the same margins we used; boldface where we boldfaced; capital letters where we used capitals; left or center justified where we did so; and upper and lower case where we used upper and lower case. Use the same format for the presenter bio and your brief description.

Electronic Submission and Time Preference:

Submit your proposal, presenter bio and proposal summary as a Word document along with your 2010 TOC Session Checklist to Norma.Scott@psa.gov by **Friday, January 8, 2010**.

Margins: All margins (top, bottom, left, and right) — 1 inch.

Font: Use Arial 11 point.

Acronyms: Please spell out all acronyms the first time they are used.

Session Title: Include a session title.

Proposal: One page only. Please include session objectives. Also indicate in your session description how your presentation relates to the Institute theme, "Transitioning our Communities, Restoring Spirit in Federal Service."

Please follow the proposal format provided in the **2010 Sample Proposal**.

Footnotes and Appendices: Do not include footnotes or appendices.

Bibliography: A bibliography, if appropriate, should be included in your presentation handouts. It is not needed for the proposal.

Presenter Bios: Please limit presenter bios to 150 words.

Brief Description for Mini At-a-Glance Program: 50-word summary.

SAMPLE PROPOSAL

PRESENTATION TITLE

Presenter's Name / Presenter's Organization (fully written out)
Presenter's Office Phone (with area code) / Presenter's E-mail Address
Presenter's or Organization's Web Site (optional)
Co-presenter's Name (include same information/format as Presenter's)

Length of Presentation Please indicate 60 or 90 minute session preference.

Introduction

This session will . . . (or words to this effect). It is appropriate to include the background and context, the format of the presentation, the degree of attendee participation, the underlying inspiration, and perhaps a quote or statement that gives the flavor of the presenter's style.

Objectives

As a result of attending this session, participants will be able to...

1. Use, demonstrate, apply, etc.
2. List all of the learning objectives, etc.

Main Ideas

State all key ideas. If your presentation has a main idea and supporting ideas, state the main idea, then the supporting ideas. If you have a few key ideas, list them in the order you will present them. Include enough information so that anyone who sees a copy of the Institute Program Book can benefit from your insights. Give actual information, not just a description of it. The main ideas may be in list or paragraph style.

Methodologies

Indicate the methodologies you will use in your presentation (lecture, case study, games, etc.).

Conclusion

What final thoughts do you wish to leave with your audience?