

# CALL FOR WORKSHOP PROPOSALS: GUIDELINES AND INSTRUCTIONS



**Child, Adolescent and School Health Conference**  
Presented by the Michigan Department of Health and Human Services

**September 19-21, 2022**

Park Place Hotel  
Traverse City, MI

## TIMELINE FOR PROPOSALS

**PROPOSALS DUE:**  
MARCH 31, 2022

**NOTIFICATION DATE:**  
MAY 9, 2022

*Presenters will be notified  
of the decision on their  
submission via email.*

**SUBMIT PROPOSAL TO:**  
Diane Drago at  
ddrago@dmsevents.com

## QUESTIONS?

**FOR QUESTIONS ON  
PROPOSAL CONTENT:**  
Kara Anderson  
andersonk10@michigan.gov  
517-512-0279

**FOR ALL OTHER  
QUESTIONS:**  
Diane Drago  
ddrago@dmsevents.com  
734-747-2746

The Michigan Department of Health and Human Services is seeking proposals for conference workshop sessions, which address best practices in the field, successful or innovative programming, and effective policies, practices, and research. *Please review the guidelines and instructions completely before writing your proposal.*

The Child, Adolescent and School Health (CASH) Conference aims to address the evolving needs of child and adolescent health professionals by offering emergent and engaging content from leading subject matter experts. Participants will gain practical and innovative strategies for the development and implementation of effective programs, policies and practices to improve the health, well-being and resiliency of young people. CASH Conference participants will strengthen their skills, gain valuable information and resources, and connect with others working in this field. The target audience for this conference is, but not limited to: child and youth-serving professionals from community-based organizations, schools, local health departments, child and adolescent health centers, healthcare organizations, violence prevention organizations, faith-based organizations, mental health organizations, etc.

## CONFERENCE FORMAT

We are planning for a hybrid format, in-person at the Park Place Hotel along with a virtual option for those who cannot attend in person. This is unless health and safety concerns and/or regulations dictate an all-virtual conference.

**NOTE: All presenters MUST attend the conference in person, which will allow for the best hybrid experience for all participants. This is unless we need to move to an all-virtual conference.**

## PRESENTER COMPENSATION

- Presenters will receive a complimentary registration for the day of their presentation and may attend the full conference at a reduced rate. Registration instructions will be sent to accepted presenters in summer 2022.
- If allowed, an honorarium of \$300 will be provided for each presenter, *up to three people per session, upon receipt of invoice.*
- Presenters are responsible for making and paying for their own hotel accommodations.
- Mileage and other travel expenses are the responsibility of the presenter(s).

## CRITERIA FOR PRESENTATION SELECTION

The planning/review committee will give primary consideration to proposals that relate to the development and implementation of effective programs, policies and practices to improve the health, well-being and resiliency of young people. Strong consideration will be given to proposals that demonstrate strong potential for audience engagement and learning. Proposals must be clear, concise, and present well-defined content.

## PRESENTATION GUIDELINES

- All breakout sessions are 75 minutes long, including time for Q&A. Sessions should engage the audience in a learning activity and/or discussion.
- Proposals will be considered for concurrent breakout sessions only, not keynotes or pre-conference sessions.
- If there are multiple presenters in a breakout, they may be asked to participate in a conference call with conference management prior to the conference.
- Additional paperwork may be required for presenters of accepted proposals to comply with continuing education requirements. This may include a Conflict of Interest Form if your content includes information on products consumed or used by patients, including generic drugs.
- Presenters will be required to submit their PowerPoint presentations (PDF format) for posting on the conference's registration/virtual event platform prior to the conference.

## QUESTIONS?

### FOR QUESTIONS ON PROPOSAL CONTENT:

Kara Anderson, Conference Chair  
Michigan Department of Health and Human Services  
andersonk10@michigan.gov  
517-512-0279

### FOR ALL OTHER QUESTIONS:

Diane Drago, Conference Coordinator  
Diversified Management Services, LLC  
ddrago@dmsevents.com  
734-747-2746