



## Defendant/Offender Workforce Development Conference *Bridges to Re-Entry*



April 5-8, 2009  
Pittsburgh Hilton  
Pittsburgh, PA

### Call for Proposals

The Defendant/Offender Workforce Development Conference is a unique event for anyone working with offender reentry. With 650,000 people being released from prison annually, this conference has become a premier crime reduction and employment event in the country. The Department of Justice reports that one of every 15 people in this country will serve a prison term during their lifetime. Of those released, 67.5% will be rearrested within three years. Having a meaningful job with a livable wage has proven to reduce the likelihood of re-offending. By networking with others throughout the nation, all attendees have the opportunity to learn better practices and implement them in their home communities.

The 2009 National Planning Committee, including representatives from the Federal Bureau of Prisons, National Institute of Corrections, US Department of Labor, Office of Probation and Pretrial Services; Administrative Office of the US Courts, and the National Career Development Association, invite submissions from anyone interested in presenting at the DOWD Conference. Following are the program types for which proposals are being accepted:

#### **Types of Programs**

**Pre-Conference Workshop** – NIC sponsored 2 ½ hour workshops with one break. Workshops can include panel discussions or a sole presenter. Audience participation is encouraged.

**Conference Workshop** . 90-minute traditional format. Workshops can include panel discussions or a sole presenter . Audience participation is encouraged.

**Roundtable** . Shorter 45-minute overview workshops to be repeated 2-4 times; will be scheduled in one room with a series of other roundtables concurrently; presenter should introduce a topic of interest, include facilitated discussion with the audience; provide handouts as necessary; **no A/V equipment will be available thus PowerPoints are not necessary.**

### **Conference Audience**

Past attendance at the DOWD Conference include federal, state and local corrections staff and administrators, offender workforce development specialists, directors and staff of federal agencies involved in offender reentry, parole and pretrial service officers, faith-based community organizations and other organizations involved in offender workforce development.

### **Conference Topic Areas**

All submissions should highlight the conference theme, address the unique issues of those working with offender in workforce development, and introduce tools and resources needed for success. Key topic areas have been identified for this conference as follows:

1. Special & Diverse Populations; Addressing their unique needs
2. Partnership Development/Collaboration Efforts; Creating a Culture for Change
3. What the Research Says: Evidence-Based Practice/Programs
4. Targeting Skill Needs (assessments; apprenticeships; programs) and Addressing Barriers (internal; external; personal)
5. Labor/Industry Demands; Jobs and Employers; Employment Retention
6. Working with Community Resources (profit/non-profit, housing and residential reentry centers, faith-based, one-stops)
7. Public Policy/Legislative (i.e Second Chance Act impact, application, grants sources)
8. Technical Exhibits (vendors and employers are urged to apply)

### **Submission Information**

Submission Instructions: Be clear and concise. Proposals must be electronically submitted via our online form at [www.ncda.org](http://www.ncda.org). Visit [www.ncda.org](http://www.ncda.org), click on the DOWD Headline line on the homepage and follow the online submission instructions. Correspondence regarding program proposal acceptance will be made via email.

A confirmation page will follow the submission screen once you click submit on the form. If you do not see a confirmation screen following your submission please contact Bobbi Carter at [bcarter@ncda.org](mailto:bcarter@ncda.org) or phone (918) 663-7060.

Deadline for Submission: **Monday, September 15, 2008.**

Program Selection Process: The DOWD Program Committee will review all proposals. Final decisions will be based on quality, level of expertise, and relation to the conference theme. The presenter(s) will be notified of acceptance or rejection of the proposal no later than Thursday, November 30, 2008.

If you do not receive an email notification of your acceptance or decline from NCDA by Thursday, November 30, 2008 please contact Bobbi Carter at [bcarter@ncda.org](mailto:bcarter@ncda.org) or phone (918) 663-7060.

Conference Registration: **Registration is required of all presenters attending the DOWD Conference. For those accepted presenters, a reduced registration of \$250 is offered.** Only those presenters who are not planning to attend any other conference events may attend without registering. The Registration deadline is Tuesday, February 10, 2008. Failure to register by the deadline may result in cancellation of your program. You must be available to present at any time scheduled during the conference (Tuesday, April 7 through Wednesday, April 8, 2009; Pre-Conference Workshops on Monday, April 6<sup>th</sup>. *Requests for specific days and times cannot be honored*)

## A/V Equipment/Internet Connections:

No Internet Connections will be available in the meeting rooms; presenters are urged to plan appropriately.

**Pre-Conference Workshops** . all rooms are equipped with a laptop and LCD projector (for use with Power Point or Corel); and microphones.

**Workshops** - all rooms are equipped with a laptop and LCD projector (for use with Power Point or Corel); and microphones.

**Roundtables** . will be scheduled in one large room at roundtables. No AV equipment or sound is included; presenters are urged to use handouts if applicable.

Handouts: Presenters are responsible for providing handouts per session. Room capacity dictates the quantity of handouts and you will be notified in advance of the size of your presentation room. Please prepare handouts in advance of the conference. On-site photocopying at the hotel's business center is available at the presenter's expense. Unfortunately, costs for duplication on-site are quite expensive. Please prepare them in advance of your presentation.

Questions: Bobbi Carter, NCDCA, 305 North Beech Circle, Broken Arrow, OK 74012, Ph: (918) 663-7060, Fax: (918) 663-7058, email: bcarter@ncda.org.



## **Presentation Proposal Requirements**

1. Title of Presentation (100 characters or less)
2. Goals and Objectives . indicate the goals and objectives of the presentation.
3. Program Description
  - a. Abstract (50-word summary to appear in the conference program)
  - b. Summary of information, program, service, resource, technique, or research to be presented
4. Presenter(s) Contact Information (required of each presenter)
  - a. Name, title, institution/organization
  - b. Address, city, state, country, postal code
  - c. Phone, fax, email
  - d. One-paragraph bio that includes your e-mail address
5. Conference Topic Area . indicate for which topic area(s) would be applicable for your presentation (see list above). Select as many topic areas as applicable
6. Level of Content . the DOWD conference attendees range from beginners to experts in their work with workforce development initiatives. For this reason, the conference planning committee is seeking programs in all three levels. Please indicate which level for each presentation proposals
  - a. Introductory . presentation includes getting started+techniques and strategies . intended for those that are new with their workforce development initiatives
  - b. Intermediate. presentation includes somewhat more sophisticated content intended for those actively involved in workforce development initiatives.
  - c. Advanced . presentations that include advanced content intended for those that are well versed in their workforce development initiatives. Ideal for those who have attended many DOWD Conferences in the past.
7. Program Type . Indicate which program type you prefer:
  - a. Pre-Conference Workshop
  - b. Conference Workshop
  - c. Roundtable
8. Method of Presentation
  - a. Panel
  - b. Lecture with Audience Participation included

- c. Debate
  - d. Demonstration
  - e. Question and Answer
  - f. Other
9. Relevance to Conference Theme: *Bridges to Reentry*
10. A/V Equipment  
List all A/V equipment. All conference presentation and pre-conference workshop rooms are equipped with laptops and LCDs for use with Power Point or Corel presentations. Limited additional equipment can be requested including VHS/TVs and DVD player/sound. Please be specific (*A/V equipment is not available for roundtable sessions*)
11. Permission to Release PowerPoint/Corel Presentation  
We hope to post all PowerPoint/Corel Presentations on the DOWD Website following the conference. Please indicate your preference below and include it in your proposal
- a. Yes, you are welcome to post my PowerPoint/Corel Presentation to the DOWD Website . I will send it to you 1 month in advance of the conference (March 5, 2009)
  - b. No, please don't post my materials . only include my e-mail address so I may network with those that are interested directly
- NOTE: Your preference to post or not post the PowerPoint/Corel presentation has no affect on the selection process.

### **Presentation Releases and Agreements**

All presenters must include the following statement in your proposal and indicate your assent to its conditions:

*I understand that I, and all other presenters, must register for the Defendant/Offender Workforce Development Conference and pay the appropriate conference fee(s). I also understand that I will furnish the handouts for each presentation for which I am selected.*

### **Conference Registration**

Check the NCDCA website at [www.ncda.org](http://www.ncda.org) for up-to-date conference information. Conference registration brochures will be available in September 2008 and will be distributed to all presenters. Online conference registration will also be available in the Fall of 2008.

Registration rates will range from \$275 - \$350 for full conference and \$150 - \$180 for a one-day registration. Early bird rates will be available for those registering online prior to February 2009.

Accommodations will be at the Pittsburgh Hilton. The conference rate will be at the prevailing government per diem which is currently \$1114 per night plus 14.5% tax (single or double). Online hotel reservations will be available on the NCDCA Website at [www.ncda.org](http://www.ncda.org) in the fall of 2008.

