

Montgomery College
2019 Single Parent Conference
Empowered Parents Create Stronger Families
Presenter Proposal Packet

Dear Colleague/Community Member,

Planning is underway for the 3rd annual Montgomery College 2019 Single Parent Conference scheduled for Saturday, August 10, 2019. According to Towncharts.com 2018 data, single parents comprise over 22% of all households within Montgomery County. Accessibility to resources can assist parents in making family decisions leading to success. The Planning Committee is soliciting voluntary presentation proposals that are engaging, with rich activities and tangible take-aways, for our participants. Please create proposals based on one of the following themes that will assist families in achieving success:

- Empowering Our Families:
 1. Communication within Family Dynamics
 2. Building and Maintaining Positive Relationships
- Empowering Our Finances
- Empowering the Youth of our Future

Primary target population: Single moms and dads of children 18 years and younger

Submission Packet Must Include the Following (only completed packets will be considered):

- I. Presenter Proposal Form
- II. Presenter Experience/Biography (100 words or less)
- III. References – Please attach two (2) professional reference letters that can attest to your experience presenting and presenting the selected conference topic, and/or a video clip or other documentation of you presenting in the topic area
- IV. Presenter Professional Photo to be used in the conference program (separate attachment in a .jpg format)
- V. Photo Permission Agreement

Directions for completion:

Proposal packets need to be complete and electronically submitted in the above order to Michelle Gallipoli at michelle.gallipoli@montgomerycountymd.gov AND to singleparentconference@montgomerycollege.edu by Noon on Friday, April 12, 2019 .

Final proposal selection will occur via email by Friday, May 31, 2019. Proposals will be subject to a committee review by multiple readers. The rubric for evaluating the proposals can be found at the end of this packet.



MONTGOMERY COLLEGE

I. Montgomery College Single Parent Conference 2019 Presenter Proposal Form

Empowered Parents Create Stronger Families

Saturday, August 10, 2019 • 8:30 a.m.– 2:00 p.m.

Montgomery College - Rockville Campus, Science Center Building

Montgomery College is accepting workshop proposals for the upcoming 2019 Single Parent Conference. We are excited to offer 60-minute workshops in the following themes:

- Empowering Our Families:
 1. Communication within Family Dynamics
 2. Building and Maintaining Positive Relationships
- Empowering Our Finances
- Empowering the Youth of our Future

Keeping in line with the theme of the conference, *Empowered Parents Create Stronger Families*, we are looking for workshop content that will inspire parents to make beneficial decisions toward their life and career goals.

Montgomery College will provide A/V equipment needs including Wi-Fi. Complimentary lunch and free parking are also available for presenters.

If more than one presenter is going to present for this topic, a separate packet will need to be completed for each presenter.

Date Submitted:

Presenter Information:

Name:

Job title:

Phone:

Street address:

City:

State:

Zip code:

Email Address:

Choose Topic Area (choose from drop down menu):

Session Title:

Provide a brief description of your workshop and an outline of planned activities (max 200 words):

Two sessions will be held for conference participants. Please indicate which session you would like:

Will you allow young children (birth to 3 years) to be present with their parents for your workshop?

If yes, how many children will you feel comfortable with in your room during the workshop?

Audio visual needs:

Screen

Projector

Flip Chart/Markers

Internet

Projector Remote

Computer Lab

Will you require respite care for your children while you are presenting?

4 - 8 years

How Many?

9 - 12 years (Planned Activities) How Many?

Note: Computers will be available in all rooms, but only have flashdrive/thumbdrive capability

Check all that apply:

I agree to be filmed for livecast streaming by MCTV while I'm presenting.

I agree to be videotaped by MCTV while I'm presenting.

I agree to be captured in still photography while I'm presenting.

I do not agree to any of the above (this choice will not disqualify you as a presenter).

All final selections will be made by Friday, May 31, 2019. If your proposal is accepted, your arrival time and workshop session time will be communicated to you closer to the date of the conference, but no later than July 1, 2019. The committee will do its best to accommodate requested workshop session times.

Thank you for applying to be a presenter for the 3rd annual Single Parent Conference at Montgomery College.

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II. Presenter Experience/Biography

In 100 words or less, please provide educational and career related information that supports your expertise in the chosen topic area. Include experience facilitating workshops or presenting at conferences.



V. Photo Permission Agreement

I hereby give my permission and consent for Montgomery College and its successors and assign to use my likeness in a photograph or photographs taken by a designated photographer, for any and all promotional purposes of Montgomery College, without restriction as to frequency or duration of usage. I further understand, acknowledge and agree as follows:

1. I have the right not to consent to the release of said photograph(s), and my consent is voluntary.
2. Montgomery College shall have the full and exclusive right to display, edit, sell, publish and reproduce or cause to be reproduced said photograph(s) in any medium, whether print, electronic or any other, to use the photograph(s) in any context and to use said photograph(s) in catalogs, advertisements, billboards, films, or any other way in connection with the promotion of Montgomery College.
3. Montgomery College and its successors and assigns shall have the full, exclusive and complete ownership of said photograph(s) and their reproductions and other materials (and all rights therein, including the copyright) produced pursuant to this release, which shall be deemed the sole property of Montgomery College, all of which ownership and other rights I hereby grant to Montgomery College for good and sufficient consideration.
4. I hereby, in advance, release, waive, forever discharge, hold harmless and covenant not to sue Montgomery College, its trustees, employees, students, contractors, agents or representatives from and against any and all liability for any harm, injury, damage, claims, actions, causes of action, costs, demands, and expenses of any nature whatsoever relating to the use of said photograph(s) by Montgomery College, to representations made or to the grant of rights to the photographs hereunder.
5. I understand that this written consent shall remain in effect until revoked by me in writing and delivered to the Director of Media and Public Relations, Montgomery College, together with the lapse of a reasonable amount of time to remove said photograph(s) from future publication; nevertheless such revocation shall have no effect whatsoever on publication of the photograph(s) prior to the effective date of the revocation, nor shall the revocation affect any of the obligations contained herein with respect to such use or disclosure of said photograph(s) by Montgomery College, and any consequences flowing therefrom.
6. This Agreement constitutes the entire agreement between the parties concerning the subject matter and shall be governed by the laws of the State of Maryland (except conflict of laws provisions). Any modification of this Agreement shall be in writing and signed by both parties. If the likeness is of a minor person, then a parent or legal guardian shall also sign the Parental Consent Addendum attached to this Agreement and shall initial any modifications of this Agreement.*
7. I hereby warrant and represent that I am at least eighteen (18) years of age,* have the full right to contract in my own name with respect to the matters stated above, and have no conflicting advertising or promotional commitments that would cause me to be unable to enter into this Agreement or to grant the rights hereunder, which I hereby make binding on my heirs, next of kin, and personal representatives.

AGREED AND ACCEPTED PARTICIPANT:

MONTGOMERY COLLEGE

Signature

Signature

Printed Name

Printed Name

Address

Title or Position

Date

Date

e-mail Address

Name of Course (i.e. AC201 Accounting)

* Parent/guardian must complete the Parental Consent Addendum if the above-named individual is under eighteen (18) years of age:

**MONTGOMERY COLLEGE
PARENTAL CONSENT ADDENDUM
TO
PHOTO PERMISSION AGREEMENT**

I, the undersigned, warrant and represent that I am the parent or legal guardian of _____, whose signature appears on the attached Photo Permission Agreement. I have read the Agreement and understand and am fully familiar with its contents, and I hereby grant my permission and consent to all of its provisions and guarantee the Participant's obligations under the Agreement.

PARENT OR LEGAL GUARDIAN

MONTGOMERY COLLEGE

Signature

Signature

Printed Name

Printed Name

Phone Number

Title or Position

Address

Date

Date

Montgomery College
2019 Single Parent Conference
Presenter Proposal - Evaluation Rubric

Category	Possible Points Awarded	Rubric Descriptor	Points Awarded
Packet Complete	15	All requisite documents are completed and in a clear and concise order as stated within the directions.	
Relevant Topic	20	The topic is a reflection of challenges the target population faces and provides solutions to those challenges.	
Content of Presentation	20	The content reflects a deep understanding of the topic by the presenter and provides for a rich discussion of the topic.	
Impact on Learning for Target Population	20	The proposal clearly identifies impact under discussion, the level or levels at which this impact is evident.	
Presenter Demonstrates Experience in the Topic Area	20	Panelists have requisite knowledge and experience about the focal topic.	
Engagement of Session Participants	15	Proposal includes adequate time for presenter to delve into deep discussion with the participants.	
References for Presenter and/or Video of Presenter	15	References and/or video displays comfort level of presenter and skills needed to facilitate the presentation.	
Total Points	125		

Additional Comments by Evaluators: