

# **22nd Annual Conference: Evaluation and Social Justice**

## **April 6, 2017**

### Lansing Center, Lansing

**CALL FOR PROPOSALS**

The Michigan Association for Evaluation (MAE) is accepting proposals for breakout sessions at the 22nd annual conference, to be held April 6, 2017 at the Lansing Center in downtown Lansing. **The deadline for proposals is January 13, 2017.** Accepted posters and breakout sessions will be notified by January 31, 2017.Selected posters and breakout session presenters will be given a complimentary registration for the conference (maximum of three).

You can submit your proposal electronically here: [INSERT LINK TO WEB FORM], or by completing the form below and returning it to Craig Wiles, conference committee chairperson, at [cwiles@pscinc.com](mailto:cwiles@pscinc.com).

Each year, MAE brings together around 200 evaluators, program managers, and funders for a one-day networking and skill-building conference in Lansing, Michigan. This year’s conference theme is *Evaluation and Social Justice.* With Flint and Detroit the most obvious examples, Michigan has faced many challenges in the recent past. From local and state budget shortages to crumbling infrastructure, health and education disparities, Michigan has tried to do more for its citizens with less. Michigan is also home to refugees who fled violence and turmoil to start a new life. Throughout Michigan, programs are working to help marginalized populations, strengthen local communities and build a stronger tomorrow. We want to know how your evaluation has helped to promote social justice and empower Michigan’s marginalized populations.

Robert E. Brown, MPA, an associate director of University-Community Partnerships in the Michigan State University Outreach and Engagement Office, is the scheduled Keynote Speaker. Mr. Brown will share his experience of co-creating community-university partnerships for the past 18 years in Flint, and more recently being involved with recovery efforts from our lead poisoning crisis. He will share what he has learned about building Ubuntu or social justice in his work and life. He defines a person with Ubuntu as, “Open and available to others, affirming of others, does not feel threatened that others are able and good, for he or she has a proper self-assurance that comes from knowing that he or she belongs in a greater whole and is diminished when others are humiliated or diminished, when others are tortured or oppressed.”

**FORMAT**

In 2017, MAE will be highlighting evaluations that promote social justice in Michigan, including tools, ideas, tips and tricks that professionals can apply right away. Proposals will be accepted for three main types of sessions: posters, presentations, and case studies. Lectures, panels, workshops and case studies will be considered for one of the up to 12 rotating breakout sessions, each lasting 45 minutes or 90 minutes (please specify time requirements below).

**New for 2017 - MAE Poster Contest!** During the conference, posters will be judged by the MAE membership and the winning poster will receive a $50 gift card, other assorted MAE swag, and will be featured on the MAE website (see below for poster contest rules).

* **Posters** will be featured during the morning breakfast and networking session, and throughout the day in the main hall. Posters should not exceed 36” x 48”.
* **Presentations** can be traditional lecture, workshop, interactive presentation, or panel discussion formats, and should emphasize Q&A, discussions, and real-world applications of evaluation techniques and tools. To encourage engagement with the audience, *presentations are limited to three people*: a presenter and two co-presenters.
* **Case studies** should feature Michigan programs, highlighting evaluation results, and the role the evaluation played in the success and overall impact of the program.

For all three formats, preference will be given to posters and breakout sessions that have clear objectives, promote discussion, use concrete and relevant examples, and provide immediate tools, skills and takeaways for attendees.

**AUDIENCE**

The MAE annual conference audience falls into three broad categories of evaluation knowledge and experience, and each session proposal should demonstrate how it will benefit the targeted audience:

* **Beginner:** Typically, new to evaluation, with no formal training or those who are currently in formal evaluation training. Minimal knowledge of standard evaluation tools and techniques, and little to no experience doing evaluation (1-3 years). This group could also include non-evaluators such as program manager and funders with little evaluation knowledge.
* **Intermediate:** Usually have formal training or education in evaluation, or a combination of informal training and on-job experience, are familiar with standard evaluation tools and techniques, and have experience completing evaluations (3-5 years).
* **Advanced:** Have formal education and training in evaluation, routinely use standard evaluation tools and techniques, are looking for new or innovative ideas that they can apply to their knowledge, and have extensive experience completing evaluations (5+ years).

**POSTER CONTEST RULES**

* **How to Enter:** Submit poster proposal in response to Call for Proposals for the 2017 MAE Conference by required submission date.
* **Eligibility:** Open to all individuals except MAE Board members. Submission of a poster proposal does not guarantee entry into the contest. All posters must be screened by the MAE Board prior to eligibility to contest.
* **Number of Entries:** Applicants may enter up to two (2) posters if each submission is unique.
* **Judging:** Judging will be conducted by MAE conference attendees, including MAE Board members. Entries will be judged (via a paper ballot) on the following criteria: effectiveness in making the subject matter interesting and understandable; and overall design, impact, and creativity. In the event of a tie, the MAE Board will decide the final winner.
* **Contest Period:** The judging period will be from 8:00 a.m. until 3:30 p.m. on the conference day.
* **Odds:** Odds of winning will vary depending on the number of submitted entries.
* **Prize:** $50 pre-paid credit card to the winning entry.
* **Notification of Winner:** The winner will be announced at the Happy Hour event at the end of the conference.
* **Publicity:** Contest winner agrees to allow MAE to publish their name, organization’s name, and description and visual documentation of the work in all MAE media communications now known or later developed.
* **Statement of Originality:** By submitting an entry(ies), the applicant asserts that the entry(ies) is original and has been independently produced.

**PROPOSAL REQUIREMENTS**

**Presenter**

Name:

Organization/entity:

Address:

City:

State:

ZIP:

Email:

Phone:

Website:

LinkedIn:

**CO-Presenter (1)**

Name:

Organization/entity:

Address:

City:

State:

ZIP:

Email:

Phone:

Website:

LinkedIn:

**CO-Presenter (2)**

Name:

Organization/entity:

Address:

City:

State:

ZIP:

Email:

Phone:

Website:

LinkedIn:

**Session Title (10 words or less):**

Titles will appear in conference promotional materials, on the MAE website and in the conference program.

**Session Length**

* 45 minutes
* 90 minutes

**Session Format (see definitions above):**

* Poster
* Lecture
* Workshop
* Panel
* Case Study

**Target Audience:**

* Beginner
* Intermediate
* Advanced

**Session Objectives:**

Please list three or four specific objectives / learning outcomes for your session (i.e., what knowledge and/or skills will participants gain?)

**Session Description (500 words or less):**

Please include an overview of your session, the techniques and tools you will highlight, and any takeaways attendees should anticipate from participating in the session. This description will be used as part of the proposal review process.

**Session Summary (50 words or less):**

Provide a brief summary of your session, to be used in conference promotional materials, the MAE website and the conference program.

**Audio-visual needs:**

Posters will be provided an easel for display in the main hall. Each breakout room will be equipped with a laptop computer, projector and screen. Please indicate your needs below (check all that apply):

* None
* Laptop
* Projector
* Flipchart with paper/markers
* Easel
* Internet
* Other: