MAE

michigan association for evaluation
local affiliate of the American Evaluation Association

2019 CONFERENCE
Evaluators' Toolkit
Request for Proposals

Date: Thursday, May 9, 2019
Location: Lansing, Michigan | Radisson Hotel Lansing at the Capitol
Theme: Evaluators' Toolkit
Submission Deadline: January 21, 2019 **(EXTENDED)**

We have all faced evaluation tasks that have bordered impossibility. It may have occurred within logic model creation, data capture, collection, entry, stakeholder communication, response rates or analysis and the outcomes looked bleak. But somehow, in some way, we delivered the finished product by the deadline. Even in evaluation projects that seem to progress exactly as planned, evaluators accumulate tools of the trade that can make processes smoother and contribute to higher quality end products.

This year, MAE seeks out these tips and tricks that our community of professionals can share with one another to advance the practice of evaluation. Whether those tools align with cutting edge strategies or historic practices that remain just as valid today, we want to hear about them and how they can be replicated by others for successful results. We are accepting proposals for:

15-minute Ignite   **1-hour Breakout**   **Poster**

15-minute Ignite

Each IGNITE session will be 15-minutes in length. The intent of these quick sessions is for practitioners and students of evaluation to showcase their tips or tricks they have found incredibly helpful in their evaluation work that they'd like to share with others. This session will be timed, slides will be submitted one-week prior to the conference. More instructions will be sent upon acceptance of this session type.

You can submit your breakout session proposal(s) electronically here:

SESSION SUBMISSION FORM

⏱ 1-Hour Breakout

Each presentation will be 60 minutes in length. Highly interactive sessions are preferred. Please read the definitions of four different types of presentations below and indicate which format you will utilize for your presentation on the submission form. Accepted breakout session presenters will be given a complimentary registration for the conference (maximum of two).

TYPE OF SESSION: *Choose One (1)*

1. **Lecture:** A didactic talk with audio-visual support. While Q&A is integrated throughout the talk, it is concentrated at the end of the sessions
2. **Workshop:** Allows for ample time to reflect, interact, and discuss an evaluation technique, method, tool, idea, tips or tricks. Audience members learn by doing.
3. **Demonstration:** A step by step explanation of an evaluation technique, method, or tool, which gives the audience the skills to understand or replicate what was taught.
4. **Case Study:** Uses actual example(s) or case(s) to illustrate an evaluation technique, method, tool, idea, tips or tricks.

TARGET AUDIENCE: *Choose One (1)*

- **Beginner:** Typically, new to evaluation, with no formal training or 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 managers and funders who are consumers of evaluation, but have little or no experience conducting evaluation.
- **Intermediate:** Usually have formal training or education in evaluation, or a combination of informal training and on-the-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).

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SESSION SUBMISSION FORM

Poster

Preferences will be given to poster submissions that have clear objectives, promote discussion, use concrete and relevant examples, and provide immediate tools, skills and takeaways for attendees. Posters will be featured throughout the day in the main hall as well as at the Networking Mixer. The winning poster will receive a $50 gift card (see below for poster contest rules).

Poster Contest Rules:

- **How to Enter:** Submit poster proposal in response to Call for Proposals for the 2019 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.
- **Size:** Posters should not exceed 36" x 48".
- **Display:** Easels and supplies to hang posters will be supplied.
- **Judging:** Judging will be conducted exclusively by MAE conference attendees. Entries will be judged (via a ballot box) 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 9:00 a.m. until 3:00 p.m. on the day of the conference.
- **Prize:** $50 pre-paid credit card to the winning entry.
- **Notification of Winner:** The winner will be announced at the Networking Mixer event to close out the conference and must be present to collect prize unless prior arrangements are made with the approval of the conference chair.
- **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 their own work and independently produced.

You can submit your poster proposal(s) electronically here:

SESSION SUBMISSION FORM