

The North Carolina Employment and Training Association (NCETA)

2023 Annual Spring Conference

May 3rd – 5th, Hilton Raleigh North Hills, Raleigh, NC

CALL FOR PROPOSALS

The **North Carolina Employment & Training Association's (NCETA)** is seeking proposals for workshops at its **2023 Annual Spring Conference** on **May 3-5, 2023 at the Hilton Raleigh North Hills, 3415 Wake Forest Rd, Raleigh, NC 27609.**

Conference Description

The **North Carolina Employment & Training Association's Annual Spring Conference** is a two and one-half day annual event. It is designed to provide opportunities for workforce professionals throughout the state to remain current on national, state, and local initiatives, to exchange ideas, and to network with colleagues.

Targeted Audience

The conference is targeted toward anyone with an interest in workforce and economic development in North Carolina. Regular attendees include staff and management of local Workforce Development Boards, NCWorks Career Centers, the Department of Commerce, the Community Colleges, the Division of Workforce Solutions, North Carolina's public schools, the Department of Health & Human Services, the Division of Vocational Rehabilitation, the Division of Social Services, the Division of Aging and Adult Services, Literacy Councils, and the Department of Corrections. Others attending the conference are members of local Workforce Development Boards, economic development, chamber of commerce professionals, and staff of community-based and faith-based organizations.

Proposals

Workshop Proposals must be submitted no later than **February 28, 2023**. They may be submitted to any NCETA Board Member, Conference Committee Member and/or emailed to:

Kathy Tarlton – ktarlton@regionalcsc.org Malinda Marsh – melmars7309@gmail.com or Glenda Morrow – Glenda.Morrow@durhamnc.gov.

If you have questions, please contact: Glenda Morrow at 336-212-4357 or Malinda Marsh at 984-484-8496.

Workshops are 60 minutes and must include the required information as follows:

- Workshop Title (15 words or less)
- Workshop Description in 200 words or less
- Workshop Target Audience: Workforce Board, Service Delivery, Administrative or other (specify)
- Presenter(s) contact information and presenter **BIOGRAPHICAL INFORMATION (PLEASE ATTACH)**

Content must be informational and educational, not commercial. Presentations that are sales pitches for products or services will be eliminated from consideration.

Review

Conference Committee members will evaluate all proposals based on the information submitted by **February 28, 2023**. Presenters, titles and content are expected to correspond to the proposal and substitutions of content or presenters require approval by Conference Co-Chairs. Once a workshop has been accepted, no changes of presenters or workshop content will be allowed without prior approval.

Presenters will be notified no later than March 15, 2023 if their workshop(s) have been accepted.

Workshop Proposal Form
NORTH CAROLINA EMPLOYMENT AND TRAINING ASSOCIATION
2023 Annual Spring Conference
May 3rd – 5th, 2023
Hilton Raleigh North Hills, Raleigh, NC

RETURN via Email by February 28, 2023

Please use One Sheet per workshop proposal.

TITLE OF WORKSHOP: _____

BRIEF DESCRIPTION:

AV EQUIPMENT NEEDS:

All workshops will be provided with a PowerPoint Projector and screen by NCETA

Check Item Needed (Be specific)

Internet Connectivity _____

Audio Sound Patch _____

Flip Chart _____

Presenters must provide their own laptop.

OTHER: _____

SUGGESTED PRESENTER (S): (REPEAT THIS SECTION FOR EACH PRESENTER)

ATTACH A BIOGRAPHY FOR EACH PRESENTER

Presenter:

Title:

Agency:

Address:

City:

State

Zip

Phone:

Fax:

Email:

7. BIOGRAPHICAL INFORMATION *(Please include a Brief Bio)*

_____ Attending Conference & will pay registration fee

_____ Presenting workshop only—not attending conference

_____ Attending Conference for one day only & will pay registration fee

Please submit your proposal by February 28, 2023 to:

Kathy Tarlton – ktarlton@regionalcs.org

Malinda Marsh – melmars7309@gmail.com

Glenda Morrow – Glenda.Morrow@durhamnc.gov

If you have questions, contact: Glenda Morrow at 336-212-4357 and/or

Malinda Marsh at 984-484-8496 and/or at the email addresses above.

Thank you.