

REQUEST FOR PROPOSALS

"Food Justice: Honoring our Roots, Growing the Movement"

Community Food Security Coalition's 15th Annual Conference

Oakland, California November 5 - 8, 2011

Submit proposals online: <http://bit.ly/CFSC15proposal>

Proposal Deadline: May 17, 2011

CFSC is seeking proposals for two session formats:

Workshops

These sessions are skill building, educational, or informative in nature. We encourage a participatory approach, but presentations with adequate time for discussion are acceptable.

Networking Sessions

Facilitated discussions designed to engage participants in a discussion about a situation, challenge, or strategy. While there will be a facilitator, all participants are on equal footing. Presentations are not acceptable for networking sessions.

As you design your session, consider the following:

- We will prioritize creative and interactive sessions that provide opportunities for significant audience participation, such as structured group activities, mapping or drawing, small group discussions, "think, pair, and share," and dialogue circles.
- We encourage sessions that lead to a specific outcome, that are linked to the activities of the Community Food Security Coalition, and/or that build the community food security movement.
- "How to" and skill building workshops that provide ideas and tools will be prioritized.
- We encourage workshop organizers to include a diverse group of workshop leaders, such as youth, project participants, and community members.
- The number of people involved in food system related efforts is growing. We want to offer sessions for people new to the movement, as well as for people who have been involved in the food movement for a longer period of time. Both introductory and specialized workshops are welcome, as are sessions that would appeal to a broad spectrum of attendees.
- We urge presenters to avoid proposing workshops that highlight only a specific project or program. Instead, we suggest that you connect with colleagues from other organizations or communities to create a more comprehensive collaborative workshop. These workshops will be given priority during the review process.
- Technical Assistance for developing effective presentations will be available through the Institute for Agriculture and Trade Policy Food and Society Fellowship. Details will be provided to leaders of the workshops chosen for the conference.
- All sessions will be 90 minutes in length. Expect approximately 30 - 75 attendees per session.

Expectations of Presenters

Presenters are required to submit all materials (powerpoints, tools, etc) used in the session prior to the conference for distribution to attendees.

The workshop leader must attend a conference orientation webinar prior to the conference.

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Audience

Expect a diverse audience in terms of occupation. The attendees will include anti-hunger activists, policy-makers, public health staff, farmers, emergency food providers, faith-based community representatives, environmentalists, community based organization activists, community residents, community gardeners, nutritionists, extension agents, sustainable agriculture activists, food system and food security organizational representatives, researchers/academics, students, funders, and others engaged in building a sustainable food system. For introductory and general knowledge sessions, please try to use plain language and limit the use of acronyms and jargon to make your session accessible to all participants.

No matter what your topic, please relate it to the conference theme "Food Justice: Honoring our Roots, Growing the Movement."

Workshop Tracks

- Power, Race and Immigrants in the Food System
- Youth Changing the Food System
- Food Policy from Neighborhood to Nation
- Improving Access to Healthy Food
- Local - Global Connections
- Labor as a New Force in the Food Movement
- Get Cultured: Communications and Art for Food Justice
- The Food System – Public Health Interface
- The Unique Challenges and Solutions of Rural Food Systems
- Developing New Leaders in the Food Movement
- Urban Agriculture Practice and Policy
- Movement Building, From Panthers to Pitchforks
- Connecting Small Farmers and Limited Resource Consumers
- Other workshop topics will also be considered.

Networking Session

Sample titles from previous [conferences](#):

- Engaging Youth In Food Justice
- Food Policy Councils
- Building a Food Sovereignty Movement
- Young Farmers
- Healthy Corner Stores Network Meeting
- Food Banks and Community Food Security
- Community Engagement
- Farmers' Markets as Food System Hubs

Audio-Visual

In your proposal, please note if you will need AV equipment or support (computer, screen, projector, audio, internet). AV equipment may not be provided for all sessions.

Registration Fees & Travel Costs

Workshop presenters and Networking session facilitators are entitled to a \$100 discount off their registration fee (excluding field trips and short courses). A maximum of three persons per workshop and two per networking session are eligible for this discount. Presenters and facilitators should plan on covering their own travel costs to participate in the conference.

Presenters and facilitators may also apply for scholarship funds. Presenters that want to attend only their workshop can do so free of charge. All presenters and facilitators must register for the conference.

Submission of proposals

We strongly prefer that you submit your proposals on-line. Please submit your workshop proposal here: <http://bit.ly/CFSC15proposal>

If you do not have access to the internet, please call Erica at 503-954-2970 ext 203 to receive a paper application.

Only complete workshop proposals will be considered. Submission of a proposal is not a guarantee of its acceptance. All proposals will be reviewed by a planning committee. Notification of your proposal's status will be provided by June 15, 2011. Please contact Emily Becker (Emily@foodsecurity.org) if you have not heard from us by this date.

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PROPOSAL REQUIREMENTS

1. I have read the entire Request for Proposals document.
(Please Initial)

2. Select session type: (circle one)

Workshop

Networking Session

3. Name, organization, address, city, state, zip code, email address, and phone number for the primary presenter/organizer, and a short bio, 50 words or less.

4. Please describe the work of your organization and provide an organizational website. (25 words or less)

5. Provide the names, organizational affiliations, phone numbers, email addresses and organizational websites of all other presenters/facilitators. We encourage workshops to have 2 – 4 presenters and networking sessions to have 1 – 2 facilitators.

6. Provide a title for your session, 10 words or less

7. Provide a **summary** of your proposed session in **no more than 50 words** for use on the conference website. Your workshop will be competing with 10 – 12 other events for attendee participation. Write your description in concise and clear language that will appeal to your desired audience.

8. Provide a **detailed description** of your session in no more than 150 words to help proposal reviewers better understand the session. Attendees will not see this information. Please include information about the format of the session – lecture, small group, panel, activity-based, etc.

9. Who is the target audience for this session?

10. Have you presented on this topic before? If yes, where?

11. List two or three objectives describing how participants will benefit from this session and what tools, skills or message(s) participants will "take home." Learning outcomes should be action statements describing what participants will be able to do as a result of the experience, usually defined in terms of knowledge, skills, or attitudes. Statements should complete the following statement with observable and measurable verbs: "After this presentation, the attendee will be able to..."

12. Workshop Session ONLY: Which workshop track will the session address? (See above)

13. Skill Level of Presentation Content

Conference attendees are typically looking for focused sessions that deliver new information or knowledge. Please circle which level your session addresses.

- **Introductory:** Assumes little or no prior knowledge of area(s) covered.
- **General Knowledge:** Assumes a general knowledge of the area(s) covered. The focus is to enhance knowledge of the participant and will appeal to a broad spectrum of attendees.
- **Specialized:** Assumes thorough knowledge of the area(s) covered. The focus synthesizes recent advances, research, new initiatives, and future directions.

14. List Audio-visual equipment and support needs.

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15. Presenters are required to submit all materials (powerpoints, tools, etc) used in the session prior to the conference for distribution to attendees.

(Please initial)

16. As the person submitting this proposal I will be considered the organizer of this session. I agree to communicate with my co-presenters all information about the session and update CFSC with any changes to the workshop or presenters.

(Please initial)

17. At least one presenter per session must attend a webinar prior to the conference about presenting at the conference, the conference theme and dismantling racism within the food system.

(Please initial)

18. I understand that it is the obligation of all workshop presenters to cover their registration fees and travel costs. Up to three workshop presenters and up to 2 networking session facilitators will receive a \$100 discount on the cost of registration. I have communicated this to all presenters/facilitators in my proposed session.

(Please initial)

Submit proposals online at <http://bit.ly/CFSC15proposal>

On-line submission is strongly preferred.

If you are unable to submit online, please mail the above information to Emily Becker, CFSC, 3830 SE Division St, Portland, OR 97202. Submissions must be received by May 17, 2011.