

Tribute to the Past, Empowering the Present, Continuing the Legacy

NINAETC

2009 NINAETC
in Sacramento!



Join us in Sacramento! Peacefully located in a leafy valley of scenic rivers and canopies of trees, today's Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, a vibrant arts scene, and a virtual cornucopia of state of the art meeting facilities.



*30th National Indian and Native American
Employment and Training Conference*

30th National Indian and Native American Employment and Training Conference

May 17 - 21, 2009
DoubleTree Hotel Sacramento
Sacramento, California

CALL FOR CONFERENCE PRESENTERS

The National Indian and Native American Employment and Training Conference (NINAETC) 2009 Executive Committee announces a call for workshop presenters for the 30th Annual NINAETC. Individuals interested in presenting a workshop for workforce development professionals may submit a proposal by using the attached forms. Proposals will be reviewed by the Workshop Committee.

The following criteria will be used to select proposals:

- Alignment to NINAETC objectives
- Clearly stated purpose, goals, and objectives explaining what participants will take away from presentation
- Rationale as to why this information is important to its intended audience
- Clarity of content and purpose
- Practical application of material

Submission Deadline: **November 10, 2008**

Please submit Workshop Presentation Proposal to NINAETC, 738 N Market Blvd, Sacramento, CA 95834, fax 916-641-6338, or email (scanned) to lorendas@cimcinc.com; cc: teresap@cimcinc.com. For information, call 916-920-0285. Downloadable forms are available at www.ninaetc.net.

Notification of Acceptance: Primary presenter will be notified within two weeks after deadline.

Contact Information:

Ms. Lorenda T. Sanchez, NINAETC - 916.920.0285, lorendas@cimcinc.com or
Ms. Teresa Peralta - 916.920.0285, teresap@cimcinc.com.

Visit www.ninaetc.net for additional conference information.

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WORKSHOP PRESENTATION PROPOSAL GUIDELINES

Workshop Information:

Workshops will be presented in 12-hour and 3-hour time slots. Most sessions are 30 to 50 people. Please indicate the preferred date(s), preferred length of time of your session and if you can repeat your presentation in *Part I - Workshop Presentation*. The workshop title and description provided in *Part I - Workshop Presentation* will be used in the conference program and should be designed to encourage conference participants to attend the workshop; NINAETC reserves the right to edit for content and space availability.

Presenter Information:

Please complete the presenter information portion in *Part I - Workshop Presentation* and include any co-presenters; include a one-paragraph biography for each presenter. Only the primary presenter will receive information regarding acceptance, date, and time of presentation. It is the primary presenter's responsibility to provide information to the co-presenters. Remember to sign the Presenter Agreement section in *Part I - Workshop Presentation*.

Room Set-up:

An effort will be made to accommodate your set-up preference as fully as possible. However, it is not guaranteed. Please indicate your first and second choice of room set-up in *Part II - Workshop Requirements*.

Audio-Visual:

As the rental of some audio-visual equipment can be cost prohibitive, coordinating the use of equipment is important. Please indicate equipment needed for your workshop in *Part II - Workshop Requirements*. When presenting a PowerPoint presentation, it is best to bring your own laptop to insure software compatibility. However, NINAETC can provide the use of a laptop, if necessary.

Handouts/PowerPoint:

If you wish to have your handouts reproduced by NINAETC, please send originals by mail or send by email. Hard copy or electronic copy must be received by May 7, 2009 to allow for reproduction time. To reduce costs, it is important to reproduce material prior to the conference as the cost of on-site copying can be excessive. Please indicate whether you will have handouts and if you want NINAETC to reproduce your handouts in *Part II - Workshop Requirements*. A hard copy or electronic copy of your handouts and PowerPoint presentations, if applicable, are required for ALL workshops. Use of copyrighted material without permission of the copyright holder is prohibited.

Registration: Please indicate in *Part III - Registration / Travel Arrangements* if you plan to attend the entire conference. If you do, you will be required to register for conference and are eligible for a reduced conference registration rate. (See Conference Registration form.)

Travel Arrangements: Please indicate in *Part III - Registration / Travel Arrangements* if you need financial assistance with lodging accommodations, air travel and/or other arrangements. If NINAETC is paying for your travel, lodging for only the night prior to and after your presentation will be paid. Also, arrangements will be made in accordance with Federal Travel Regulations. Please note: *Financial assistance is extremely limited.*

Please submit Workshop Presentation Proposal to NINAETC, 738 N. Market Blvd., Sacramento, CA 95834, fax 916-641-6338, or email (scanned) to lorendas@cimcinc.com; cc: teresap@cimcinc.com by **November 10, 2008**. For information, call 916-920-0285.

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PART I - WORKSHOP PRESENTATION

This information will be used in the 30th National Indian and Native American Employment and Training Conference program booklet. Please identify yourself and describe your workshop as you would like it to appear in the Conference program booklet.

WORKSHOP PRESENTER(S) INFORMATION

Primary Presenter's Name:		Title/Position:	
Grantee/Company/Agency:			
Mailing Address:			
City:		State:	Postal Code:
Email Address:		Daytime Phone: () Ext.	Fax No.: ()
Additional Presenter's Name:		Additional Presenter's Title/Company:	
Additional Presenter's Name:		Additional Presenter's Title/Company:	
Additional Presenter's Name:		Additional Presenter's Title/Company:	

Please attach a one-paragraph biography for each presenter.

PRESENTER AGREEMENT

I hereby affirm that none of the material presented in my presentation, to my knowledge, infringes upon the copyright or right of privacy of others, and that material which references work of others will be properly credited to that source.

Further, I will not misrepresent, libel or slander, any other person, facility, service or product during the course of my presentation. If such affirmation is breached, I will indemnify and hold harmless NINAETC, its officers, directors, employees, and representatives, from and against any actions, losses, costs, damages, claims, and expenses including attorney's fees.

Presenter's Signature

Date: _____

WORKSHOP PRESENTATION INFORMATION

Length of Workshop Session: 1-1/2 hours 3 hours

Are you willing to repeat session? YES NO

Preferred Date(s): Monday Tuesday Wednesday Thursday

Please provide workshop presentation title and description for conference program. (may be edited to meet space restrictions)

Workshop Title:

Workshop Description:

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PART II - WORKSHOP REQUIREMENTS

Workshop: _____

Presenter(s): _____

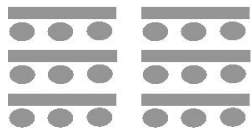
AUDIO-VISUAL / TRAINING NEEDS

- | | | |
|--|--|--|
| <input type="checkbox"/> MICROPHONE | <input type="checkbox"/> PROJECTOR CART/SCREEN | <input type="checkbox"/> DVD PLAYER |
| <input type="checkbox"/> WITH PODIUM | <input type="checkbox"/> Provide own equipment | <input type="checkbox"/> VCR |
| <input type="checkbox"/> ON TABLE | <input type="checkbox"/> LCD PROJECTOR | <input type="checkbox"/> FLIPCHART PACKAGE |
| <input type="checkbox"/> FREE STANDING FLOOR | <input type="checkbox"/> LAPTOP | <input type="checkbox"/> TABLE |
| <input type="checkbox"/> WIRELESS | <input type="checkbox"/> OVERHEAD PROJECTOR | <input type="checkbox"/> OTHER _____ |

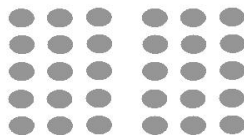
PREFERRED ROOM SET-UP (please indicate 1st and 2nd choice)

___ OTHER: _____

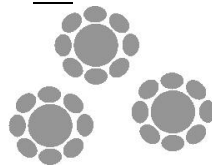
___ CLASSROOM



___ THEATRE



___ ROUNDS



___ U-SHAPE



An effort will be made to provide presenter(s) with preferred room set-up; however it is not guaranteed.

HANDOUTS / PRINTED MATERIAL

- PRESENTER WILL WILL NOT HAVE HANDOUTS. Available in electronic format
- Presenter will be responsible for reproducing own handouts Available in hard copy only
- Presenter will send hard copy or electronic copy to be reproduced.

If presenter wishes NINAETC to reproduce handouts -

- Camera-ready original copy or electronic copy must be received **no later than May 7, 2009.**
 - Handouts to be reproduced by NINAETC are limited to 20 pages (1 side) or 10 pages (2 sides).
- ALL OTHER copying, including on-site, will be the presenter's responsibility.**

A hard copy or an electronic copy of all handouts and PowerPoint presentations must be submitted to NINAETC.

PART III - REGISTRATION / TRAVEL ARRANGEMENTS

Will you be attending entire conference? YES NO
If NO, please specify: _____

If YES, you will be eligible for reduced conference registration rate; see Conference Registration form.

Will you need financial assistance with travel arrangements and/or accommodations? YES NO

- If YES, LODGING AIR TRAVEL ROUND TRIP MILES (estimate): _____
DoubleTree guestrooms are non-smoking. Aisle Window Other _____
- Special Accommodations: _____

Please Note: Financial assistance is extremely limited; therefore, if paid for by NINAETC, lodging will be provided for night before and after training session(s) only and all travel arrangements will be made in accordance with Federal Travel Regulations.

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