



**2017 Call for Workshop Proposals**  
**The Annual Conference of the Connecticut Housing Coalition**  
**Tuesday, September 26<sup>th</sup>, 2017**  
**Radisson Hotel, Cromwell, CT\***  
**(\*Please Note the New Location)**

The Connecticut Housing Coalition invites you to be a part of its upcoming annual conference. The daylong conference is the state’s largest gathering of affordable housing developers, funders, service providers and advocates. The conference attracts approximately 500 attendees from every part of Connecticut who come together to learn from each other, sharpen our skills and celebrate affordable housing success.

Please use the form below to summarize your proposed workshop. Proposals should outline interactive, engaging and innovative sessions that focus on expanding housing opportunity and increasing the quantity and quality of affordable housing available to people with low and moderate-incomes in Connecticut. **Proposals should be sent to Jenna Ferguson, at [jenna@ct-housing.org](mailto:jenna@ct-housing.org), by Friday, April 21<sup>st</sup>.** Applicants will be notified by late May regarding the conference committee’s selection decision.

**Guidelines and Information:**

- The conference is targeted to professionals working in the affordable housing field. As such, we are requesting that workshops focus on issues relative to affordable housing; proposals for workshop topics that do not focus on issues of affordable housing will not be considered.
- Preference will be given to workshops that are well-defined, interactive in style and address overall topics of interest to our attendees. Preference will also be given to proposals that include more than one organization and/or more than one program.
- Your proposal will be evaluated based on the information provided below. Priority will be given to workshop proposals where all fields on the form have been completed.
- All sessions are 75 minutes in length. With this in mind, we strongly recommend that you include a total of no more than 4 people on your panel (3 panelists and a moderator) and that you leave plenty of time for Q & A.
- Should the number of proposals exceed the number of workshop slots available, we may not be able to select all proposed workshops.
- If your workshop is selected, you have the option of providing complimentary registration for up to 5 workshop coordinators, moderators and/or panelists.

**Timeline for Workshop Coordinator Assignments:**

Assignment	Due
Workshop Proposal	Friday, April 21 <sup>st</sup>
Workshop Title and Blurb	Friday, June 30 <sup>th</sup>
Final Workshop Details Document	Friday, August 25 <sup>th</sup>

## Workshop Proposal

### Workshop Coordinator Information

Please provide contact information for the person responsible for organizing your workshop. It can be you or another member of your team.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Workshop Details

**Workshop Description:** In 3-7 sentences, please provide a description of your workshop session.

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**Workshop Agenda:** Please provide a rough agenda outlining the content and format of your workshop. Your outline should highlight how you will engage your attendees and encourage them to apply the information provided to their own challenges. We are moving away from a lecture style of workshops toward a model where panelists and presenters talk “with” attendees rather than only talking “at them.”

**Please Select Your Target Audience (Check All That Apply):**

- Affordable Housing Developers
- Funders
- Housing Advocates
- Homeless Services Providers
- Public Housing Authorities
- Social Services Providers
- Other \_\_\_\_\_