



CALL FOR PROPOSALS

Would you like to share your experience and knowledge?

We invite you to submit your proposal to present a workshop and share new creative ideas and information with promotores, community health workers and other members and leaders of the community from the United States and Latin America.

GOAL OF THE CONFERENCE

The goal of the conference is to create a space where experiences and ideas can be exchanged among promotores comunitarios and other participants that foster the learning of new skills, knowledge and advocacy for our communities.

The annual conference for promotores and community health workers is organized by Visión y Compromiso in collaboration with a planning committee that is comprised of promotores and other leaders in the community and organizations.

PROMOTORES / COMMUNITY HEALTH WORKERS ARE:

Highly trained community leaders who share a desire to serve their communities and improve the conditions for a dignified and healthier life. They are liaisons or links between the community and service providers, represent diverse counties and they share the same language, culture and experiences of their communities.

IMPORTANT DATES

JUNE 13

Webinar: Proposal Submittal Process

Will provide information regarding the proposal submittal process for potential presenters (see page 5 for additional information)

JUNE 30

Proposal Submission Deadline

AUGUST 3

Notification of proposal submission outcomes

Applicants will receive notification as to whether their proposal was accepted or not.

vyconference.org • visionycompromiso.org

   @visionycompromiso

WORKSHOP CATEGORIES

In order to best meet the professional and personal development needs of promotores and community health workers, the conference program committee reviewed and took into consideration participant comments and suggestions from the previous year's conference evaluation. Based on that feedback this year's proposals should highlight/emphasize/focus/share the current trends in health, education, immigration, and the needs of vulnerable populations (children, seniors and people with disabilities), and other topics. Please review the following categories to identify the one that best represents your workshop topic (you will be asked to indicate your selection in the proposal submission form):

→ MENTAL HEALTH AND EMOTIONAL WELLNESS

This category may include workshops on prevention and management of emotional, mental, and psychological factors that affect promotores and their communities, and strategies and techniques to address these issues. These factors may include: emotional intelligence, sexuality, family violence, healthy relationships, addictions, setting boundaries, among others.

→ PERSONAL AND PROFESSIONAL DEVELOPMENT

This category may include workshops on the identification, strengthening and development of skills and abilities that promotores can use to more effectively carry out their responsibilities in both professional and personal domains. These may include communication, group dynamics and team building, emotional intelligence, self-accountability, economic sustainability, public-speaking and presentations, business writing, project management, benefits and challenges of working remotely, among others.

→ SOCIAL AND ENVIRONMENTAL HEALTH

This category may include workshops on the identification and management of social and environmental factors that affect community well-being. Factors may include community resilience, community safety, climate change, the Affordable Care Act, managing the health care system, immigration, education, social awareness, and community resource development.

→ ADVOCACY AND PUBLIC POLICY

This category may include workshops on identifying factors and strengthening the skills that influence the political environment and advocacy efforts that promotores carry out representing their communities. This may include the legislative process, community organizing, developing community campaigns, asset mapping, among others.

→ PHYSICAL HEALTH

This category may include workshops on prevention, management, and treatment of physical issues that directly affect a person's physical health, including nutrition, fitness and physical activity, sexual and reproductive health, stress reduction, cancer and other chronic conditions, among others.

→ TECHNOLOGY, THE INTERNET AND SOCIAL MEDIA

This category may include workshops on identification and management of factors related to the use of technology and its relationship with communication. These factors may include computer literacy, bridging the technology gap, conducting effective internet searches, internet security, and the healthy use of social media—Facebook, Twitter, LinkedIn, and Pinterest, among others.



We strongly encourage you to submit a proposal that integrates a holistic approach to your topic. Take into account all aspects of people's needs including physical, psychological, and social. We also want you to consider age to encourage youth participation. Integrate technology or social media (i.e. Facebook, apps, etc.), and if these tools relate to your topic, we encourage you to present them.

TYPES OF WORKSHOP

We ask that you choose the **ONE** workshop type below that best describes your workshop:

1. FORMATIVE/EDUCATIONAL

Facilitates a learning or formative process that incorporates critical thinking activities about the subject matter.

2. SKILL BUILDING

Focus is on the process of applying and practicing information in a practical, experiential and interactive manner; uses strategies and methods appropriate for building skills and abilities.

3. PARTICIPATORY RESEARCH

Presents research information that is relevant to promotores, research that includes promotores as participants, or promotores as research partners.

4. BEST PRACTICES

Focus is on sharing models and examples of effective and innovative strategies that are creating change.

5. PROGRAM DEVELOPMENT AND SUSTAINABILITY

Presents important elements to initiate, implement, evaluate, maintain and advocate for a program.

LEVEL OF CONTENT AND/OR SKILLS PRESENTED IN THE WORKSHOP

To help conference participants choose the workshop that best supports their experience and skill level (fundamental, intermediate, or advanced) development as a learner, please choose the **ONE** option that best categorizes your workshop:

→ **FUNDAMENTAL:** Designed for the participant at any level who seeks information and/or skills about the topic for the first time. Supports the development of a fundamental understanding of a topic upon which to later build more advanced content or skills.

→ **INTERMEDIATE:** Designed for the participant who has a fundamental understanding and practical experience with the topic, and who seeks to update and strengthen their understanding of its content and skills application.

→ **ADVANCED:** Designed to present and discuss content and/or skills for participants who have a high degree of mastery of the topic, and who seek advanced understanding to train, evaluate and/or create programs related to the topic, such as best practices, evaluation strategies, or program development.



Your proposal **MUST** be designed to meet the various needs of promotores and community health workers. **We require that you design your workshop to be interactive and encourage dialogue and other participatory methodologies for adult learners.** Please consider that participants may have different levels of experience and knowledge about the subject you propose. This year we want to encourage the participation of young promotores. We invite you to submit proposals that are relevant to this group.

WORKSHOP FORMAT AND REQUIREMENTS

The workshop must:

- **Be developed and presented entirely in Spanish.**
- Present the topic in a creative manner.
- Be 2 hours (120 minutes) in length and **MUST** include the following:
 - 5 minutes for a welcome and introduction of the presenter by the workshop moderator.
 - 110 minutes (maximum) for content presentation by the facilitator(s)/ **USING INTERACTIVE** and/ or **EXPERIENTIAL** adult learning methodologies. **MUST** include within these 110 minutes a space for questions and answers.
 - 5 minutes for participants to complete the written workshop evaluation provided by Visión y Compromiso
- Provide **ALL** materials (PowerPoint presentations, handouts, flyers, resources list) in digital format and in Spanish. These materials will be provided to all conference participants through a web link.
- Workshop facilitator(s) will work with a promotor moderator assigned by the program committee, who will provide the audio/visual equipment requested, introduce the facilitator to the audience at the beginning of the workshop, keep time, and coordinate the collection of the written evaluations for the workshop.
- Submit only one proposal application per workshop.

All proposals will be reviewed and selected based on the following criteria:

- ☐ Proposal reflects one of the topic descriptions, one workshop type, and indicates the level of content/skills.
- ☐ Proposal describes how the topic is relevant to promotores and community health workers.
- ☐ The workshop goal and objectives are clearly articulated.
- ☐ Presentation methods, content and timeframes are consistent with the proposed objectives and lesson plan.
- ☐ Presents creative and practical ideas and approaches to the workshop topic using interactive and experiential adult learning methodologies.
- ☐ Ensures that a holistic approach to the topic is integrated into the content of the workshop.
- ☐ The facilitator(s) will support his/her workshop with vetted information as well as experience, available literature and/or related studies.
- ☐ Proposal contains all the information required on the submission form.
- ☐ Additional information about the workshop will also be considered. For example, if the workshop has been provided to promotores and community health workers in the past.

A PROPOSAL WILL NOT BE CONSIDERED FOR ANY OF THE FOLLOWING REASONS:

- Facilitator promotes or markets a product or service at a cost. A product or service may only be included as part of a complete list of resources that all participants receive and that has been submitted with the proposal.
- Proposal is not complete or not submitted by the due date.



HOW TO SUBMIT YOUR PROPOSAL

All proposals must use our pdf form. Your proposal must be submitted via ONE of the following:

1. Email the completed Proposal Submission Form to: propuestas@visionycompromiso.org
2. Print out and mail in the Proposal Submission Form to
Visión y Compromiso
1000 North Alameda Street, Suite 350
Los Angeles, CA 90012
Attn: Alma Esquivel

Once your Proposal Submission Form is received, you will receive an email to confirm its submission. The proposal must be submitted with all required information in order to be considered. The deadline for submission is: **June 30, 2023**. We WILL NOT consider proposals submitted after the due date.

WEBINAR FOR POTENTIAL FACILITATORS

Potential facilitators are required to attend one of the webinars to help review the workshop proposal application. These will be conducted on **Tuesday, June 13, 2023**:

English: 11:00 a.m.–12:00 p.m.
Spanish: 5:00 p.m.–6:00 p.m.

To register for webinars: www.vycconference.org

The webinar will walk you through the application process and clarify any questions you may have.

NOTIFICATIONS

All persons who submit proposals will be notified of acceptance or non-acceptance via email no later than **August 3, 2023**.

Mayra Rubio-Diaz at (213) 677-9572 or Alma Esquivel alma@visionycompromiso.org • 213-700-5291

If your proposal is selected the facilitator(s) **MUST** participate in an online orientation webinar on Sept. 22, 2023, at 9:00 am where we will provide logistical information and address questions or concerns.

REGISTRATION COST FOR FACILITATOR(S)

If your workshop proposal is selected, you will be responsible for the costs of travel to and from the conference as well as lodging during the conference. Visión y Compromiso does not provide an honorarium to the facilitator(s) for presenting at the conference. However, Visión y Compromiso will waive the registration fee only for the day of your presentation. If the facilitator is a promotor/ community health worker who will also be attending the conference, they will only be charged the reduced registration fee for promotores for the days they will not be presenting.



PROPOSAL SUBMISSION FORM

**DEADLINE TO SUBMIT
FRIDAY, JUNE 30, 2023**

1. FACILITATOR(S) INFORMATION: Provide the information for each facilitator.
No more than three facilitators per workshop (excluding panel presentations).

Person to contact for additional information:

Phone:

email:

Name of facilitator #1:

Title:

Organization:

email:

Phone:

Cell:

Fax:

Address:

Name of facilitator #2:

Title:

Organization:

email:

Phone:

Cell:

Fax:

Address:

Name of facilitator #3:

Title:

Organization:

email:

Phone:

Cell:

Fax:

Address:

Visión y Compromiso may modify your workshop title, description and objectives in order to fit within the registration and program guidelines. Please follow the guidelines provided: stay within the word limitations, provide clear objectives and a descriptive and creative title.

2. WORKSHOP TITLE: Provide a descriptive and inviting title.

Please use up to 25 words. The space below is limited to what is provided, this section is not expandable.

3A. TOPICS AND TYPES OF WORKSHOP:

Please select the category, type, content/skill level, and target audience that best describes your workshop.

CATEGORY

- ☐ Mental Health and Emotional Wellness
- ☐ Personal and Professional Development
- ☐ Advocacy and Public Policy
- ☐ Social and Environmental Health
- ☐ Physical Health
- ☐ Technology, the Internet and Social Media

WORKSHOP TYPE

- ☐ Informational/Educational
- ☐ Skill Building
- ☐ Participatory Research
- ☐ Best Practices
- ☐ Program Development & Sustainability

CONTENT AND/OR SKILLS LEVEL

- ☐ Fundamental
- ☐ Intermediate
- ☐ Advanced

TARGET AUDIENCE

- ☐ Young promotores
- ☐ Promotores and the general public
- ☐ Male promotores
- ☐ Program Directors/ Coordinators/Managers

4. WORKSHOP DESCRIPTION:

Please describe your workshop. This description will be used by the Conference Program Committee to understand your proposal. Some questions to help guide your description include: Why this topic? What relevance does this topic have to promotores and community health workers? In what way is this topic relevant to the conference theme? How will you present the topic? What will participants learn as a result of attending your workshop? *Please use up to 75 words. The space below is limited to what is provided, this section is not expandable.*

5. OBJECTIVES: List 3 learning objectives for your workshop. If selected, they will be listed in the registration materials.

OBJECTIVE EXAMPLES:

“Promotores will identify at least three resources for maternal and child health on the internet.”

“Promotores will describe three ways to reduce the risk of HIV transmission among adolescents.”

Please use up to 25 words for each objective. The space below is limited to what is provided, these sections are not expandable.

1.

2.

3.

6. PRESENTATION PLAN OR OUTLINE: Provide a detailed description of this workshop. This part of the proposal is very important. The detailed narrative must reflect how the topic will be presented. It is especially important that you explain what skills promoters and community health workers will learn through your workshop. The presentation will be 2 hours, which includes:

- 5 minutes for Welcome and Introduction of the presenter by the workshop Moderator.
- 110 minutes (maximum) for presentation of content by the facilitator(s) USING INTERACTIVE and/ or EXPERIENTIAL adult learning methodologies to stimulate questions and answers throughout the presentation. Please include within these 110 minutes a space for Questions and Answers.
- 5 minutes for participants to complete the written workshop evaluation provided by Visión y Compromiso.

Topic or activity	Method that you will use to present information (e.g. PPT, dialogue, group activities, ice breakers) Please describe HOW you will use these methodologies to create interaction with the participants.	Estimated time (minutes)
Welcome and introduction of the presenter by the Visión y Compromiso workshop Moderator		5 min.
Written evaluation facilitated by the Visión y Compromiso workshop Moderator		5 min.
		Total Time: 120 min

7. DESCRIPTION OF INTERACTIVE ACTIVITIES: Describe how you will involve your participants in interactive ways and how these activities will motivate their participation.

8. PARTICIPANT MATERIALS: As part of your proposal, please submit samples of ALL materials that will be distributed during the workshop. If you will be providing information about a product or services, you **MUST** include it here. List and describe those materials.

9. INFORMATION AND RESOURCES: List experiences, literature or studies that support the content of your workshop.

10. FACILITATOR(S) EXPERIENCE (BIOGRAPHY): provide a BRIEF biography in Spanish, written in third person, using up to **150 words** for EACH facilitator.

The space below is limited to what is provided, this section is not expandable.

Biography Facilitator #1:

Biography Facilitator #2:

Biography Facilitator #3:

11. AUDIOVISUAL EQUIPMENT & ROOM PREPARATION

We will provide an LCD projector, screen, easel, easel paper, markers, and power strip in each room. Please indicate what equipment you need for your workshop and how you would like to arrange the chairs and tables in the room. By default chairs will be set-up in theater-style arrangement. **We will try to accomodate your request but it will ultimately depend on the final number of participants registered for your workshop.**

☐ Microphone

☐ Computer

☐ Speakers

☐ Internet access

☐ Other: _____

Arrangement of chairs and/or tables: _____

Note: There will not be room changes, or equipment requests after September 22, 2023. Visión y Compromiso may modify your workshop title, description and objectives in order to fit within the registration and program guidelines. Please follow the guidelines provided; stay within the word limitations, provide clear objectives and a descriptive and creative title.



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English language webinar:
June 13, 2023 • 11:00 am – 12:00 pm

Spanish language webinar:
June 13, 2023 • 5:00 pm – 6:00 pm

To register for webinars:
www.vyconference.org

Proposal submission deadline:
June 30, 2023

Notification of proposal submission outcome:
August 3, 2023

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