

2018
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2018 Annual Conference:

Call for Session Proposals

Submission Deadline: December 1, 2017

Background:

The Development District Association of Appalachia is holding its **Annual Conference** in Arlington, Virginia from **March 18 – 20, 2018**. This is an opportunity to share cutting-edge ideas, highlight success stories and lessons learned, and engage with other LDDs during our Annual gathering. The DDAA is seeking compelling session proposals to ensure a comprehensive program.

Session proposals should address topics and trends that reflect the wide-ranging needs and interests of member Local Development Districts. We are searching for powerful session proposals focused in the following topic areas:

- Opioid crisis and correlating workforce issues
- Infrastructure need (alternative energy) correlating to job creation opportunities
- Capacity Building – for communities, boards, and LDDs
- Local Innovations/Local Food Systems/Quality of Life

2018 Professional Development Conference:

Call for Session Proposals

Submission Deadline: December 1, 2017

Background:

The Development District Association of Appalachia is holding its **Professional Development Conference** in Knoxville, TN from **April 17-19, 2018**. This conference is focused on improving YOU by providing topic-related hands-on training by outside firms or individuals, or peer-to-peer learning opportunities in areas such as:

- Leadership & Management
- Business Line Development
- Technology Trends and Uses
- Finance and Procurement
- Marketing & Communications
- Peer-Learning and Sharing

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Conference Audiences:

The Development District Association of Appalachia (DDAA) is a membership organization of the 73 Local Development Districts (LDDs) serving the 420 counties of the Appalachia Region. The DDAA works to strengthen LDDs and their member governments and to provide leadership to support the Appalachian Regional Commission (ARC) federal-state-local partnership.

Conference attendees are ***Executive Directors, Board Members, local and state Elected Officials, Program Managers, and Staff of Local Development Districts across the 13 state region.***

Local Development Districts (LDDs) are multi-jurisdictional planning and economic development organizations that provide administrative, professional and technical assistance to local governments and citizens throughout Appalachia. An LDD is the Appalachian Regional Commission's (ARC) name for the multi-county planning and development organizations which from State to State may be otherwise known as regional councils, councils of governments, area development districts, regional development centers, or regional planning commissions. LDD's are the local partner in the ARC's Federal-State-Local partnership, and they serve the member counties and municipalities within their designated regions in efforts aimed at achieving the goals of the ARC

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Guidelines:

Please read the following guidelines carefully before submitting your session proposal.

- Proposals are encouraged to contain contributions from or highlights of the work of one or more DDAA member.
- DDAA reserves the right to accept only the topic, title, and to accept or reject one or more speakers and moderator or any combination of the above list.
- DDAA reserves the right to add, edit or make changes to the session title, description, and mode of presentation, panel and moderator.
- All proposals become property of DDAAA upon receipt. Session topics or speaker recommendations not accepted will be considered for use in future DDAA conferences, newsletters, webinars and resources for up to a period of one year.
- Strong proposals are respectful of diversity in terms of ethnicity, gender and geographic location.
- Proposals must be submitted with a minimum of one speaker for the panel. DDAA may confirm additional speakers and a moderator to complete the panel.
- In order to keep conference registration fees reasonable, DDAA will consider requests for payment of speaker fees and travel expenses, honorarium or speaker's bureau fees on a case-by-case basis.
- DDAA reserves the right to combine session proposals on similar topics into one session.
- Speakers and moderators interested in attending the conference will be expected to register and pay for the conference.
- Speakers are invited to attend the session before or after their session, excluding meals and receptions, without paying the registration fee.
- Individuals or organizations proposing sessions are responsible for confirming proposed speakers and moderators upon acceptance of session proposal.

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Submission Deadline: December 1, 2017

Proposal Submissions:

Please send completed proposal forms to ddaa.idd@gmail.com by **December 1, 2017**.

If you prefer to complete a paper form, please mail to:

DDAA (attn: Misty Casto, Training Chair)
1400 Pike Street
Marietta, OH 45750

The form, while long, includes multiple pages for detail on speakers and moderator information. **Only those pages relevant to your session proposal submission are required to be completed.**

Please contact DDAA at ddaa.idd@gmail.com via email with any questions regarding conference proposals. For more details about DDAA, visit our website at www.ddaa-idd.org.

You will be notified via email regarding a decision on your proposal on or before **January 15, 2018**. All proposals will be kept on file for one year for consideration for future conferences.

If the session proposal and speakers are accepted, the person who submitted the proposals will be responsible for confirming the moderator and speakers on or before **January 30, 2018**.

No substitutes for speakers or moderators can be made without permission from DDAA.

Important Deadlines:

October – December, 2017	DDAA accepting session proposals
By January 15, 2018	DDAA notifies submissions of the outcome of their Proposals
By January 30, 2018	Successful submissions confirm their speakers and moderators (if applicable)

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PROPOSAL FORM

Contact Information for Proposal:

Name: _____
Title: _____
Company/Organization: _____
Email: _____
Phone: _____
Are you a DDAA Member? YES NO

Suggested Session Title (10 words or less):

Will the presenter require Payment?: YES NO

Estimated Amount: \$

Description of Services requiring Payment: (ie. Speaker Fee, Travel Costs, etc.)

Session Description: Please provide a 1-2 paragraph description of the session you are proposing. Please address why this topic is important, to whom it is important, and how your session will help the conference participants solve the problem/challenge that you have identified:

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Marketing Description

Please provide a 50-75 word description of the session you are proposing for use in marketing the session to conference attendees.

Please provide 3 bullet points that describe the key takeaways of this session:

1. Takeaway 1: _____
2. Takeaway 2: _____
3. Takeaway 3: _____

How does this session proposal offer a new or innovative understanding of this particular topic?

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Suggested Mode of Presentation:

- 1) Panel (3 presentations of 15-20 minutes each with 30 minutes for questions)
- 2) Town Hall (3-5 panelists for an open discussion, no presentations)
- 3) Learning Lab (1-2 speakers providing case study or in-depth presentation)
- 4) Interactive Workshop (2-3 facilitators with activities at the table and in larger group)
- 5) Other (Please provide details such as stage set up, floor set up, and anticipated AV needs.)

Type of Professional Audience Appeal (Please select all that apply):

- Executive Directors/Upper Management of LDDs/Regional Councils/DDAA Members
- Program/Staff members of LDDs/Regional Councils/DDAA Members
- Board Members/Elected officials serving on LDD boards/committees, or representing the needs/jurisdictions of LDD members regions
- Educational Institutions
- State and Federal Elected Officials
- Workforce Development Organizations
- Entrepreneurship support organizations
- Other, please specify: _____

In what level will the content be presented?

- Basic:** This session assumes the audience has no prior knowledge on the subject
- Intermediate:** This session will assume the audience has a basic understanding of the concepts
- Advanced:** This session assumes the audience has in-depth knowledge/experience of the subject and is geared towards taking the content to the next level

I acknowledge that I have read the Guidelines on page 2

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Suggested Session Moderator *(SKIP if no preference and move to next page):*

Name: _____
Title: _____
Company/Organization: _____
Email: _____
Phone: _____
LinkedIn URL: _____

Why did you select this person as a moderator? Please include specific examples of how s/he has demonstrated a significant understanding or contribution to the topic covered in this session.

Biography – please paste a 200 word biography below:

Suggested Session Presenter(s) Information (next 4 pages):

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Presenter 1:

Name:

Title:

Company/Organization:

Email:

Phone:

Why did you select this person as a speaker? Please include specific examples of how s/he has demonstrated a significant understanding or contribution to the topic covered in this session.

Biography – please paste a 200 word biography below.

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Presenter 2 *(if applicable):*

Name: _____
Title: _____
Company/Organization: _____
Email: _____
Phone: _____

Why did you select this person as a speaker? Please include specific examples of how s/he has demonstrated a significant understanding or contribution to the topic covered in this session.

Biography – please paste a 200 word biography below.

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Presenter 3 *(if applicable):*

Name:

Title:

Company/Organization:

Email:

Phone:

Why did you select this person as a speaker? Please include specific examples of how s/he has demonstrated a significant understanding or contribution to the topic covered in this session.

Biography – please paste a 200 word biography below.

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Presenter 4 *(if applicable):*

Name: _____
Title: _____
Company/Organization: _____
Email: _____
Phone: _____

Why did you select this person as a speaker? Please include specific examples of how s/he has demonstrated a significant understanding or contribution to the topic covered in this session.

Biography – please paste a 200 word biography below.

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Presenter 5 (if applicable):

Name: _____
Title: _____
Company/Organization: _____
Email: _____
Phone: _____

Why did you select this person as a speaker? Please include specific examples of how s/he has demonstrated a significant understanding or contribution to the topic covered in this session.

Biography – please paste a 200 word biography below.