

CALL FOR WORKSHOPS

2022 National Canadian Evaluation Society Conference

Guidelines for preparing and submitting a proposal for leading a Workshop at the 2022 CES Conference

Conference website: <https://c2022.evaluationcanada.ca/>

Introduction

The 2022 Workshop Committee is pleased to invite evaluation professionals, members of academia, students, and other potential presenters to submit proposals for pre-conference workshops that will contribute to our conference theme. A separate call for Conference presentations is available on the conference website.

The pre-conference workshops will offer training to participants to develop, reinforce, and advance their CES competencies. The content must, therefore, address current and relevant issues in evaluation practice.

The conference will be held in-person (subject to Province of Manitoba health restrictions) on June 13, 14 and 15, 2022. Pre-conference workshops will be held online on June 11, 2022 and in-person on June 12, 2022.

The Conference Workshop Committee is committed to supporting diversity in all aspects of the program. This includes workshops where we hope to feature contributions from traditionally underrepresented and marginalized groups.

Conference Theme

The conference theme is: “Diversity, Our Interwoven Experiences”. The 2022 CES Conference will explore the world of evaluation through the following three sub-themes:

- Exploring the *diversity* of evaluators (e.g., education, social/cultural backgrounds, language, geographic representation), evaluator roles (e.g., advocate, impartial third party, educator), and evaluation approaches (e.g., developmental, participatory, Indigenous).
- Similar to the meeting of the Red and Assiniboine Rivers in Winnipeg, this conference will facilitate the coming together of diverse individuals whose thoughts and perspectives will be *interwoven* to build fresh insight and learning for our community.
- The conference will value past *experiences* and use those experiences to work in the present and guide us into the future.

More information on the theme and sub-themes is available on the conference website.

Call for Workshops

Deadline to Submit Workshop Proposals

The deadline to submit workshop proposals is Monday, January 10, 2022 by 11:59 pm CST. *This is a firm deadline. There will be no extension.*

Workshop Topics

We invite workshops at the beginner, intermediate, and advanced level. We are also interested in having workshops that link to the conference theme of “Diversity, Our Interwoven Experiences”.

All workshop proposals will identify the relevant evaluation competency to be addressed based on the competencies set out by the Canadian Evaluation Society for the professional designation program. The five competency domains include:

- Reflective Practice: focuses on the fundamental norms and values underlying evaluation practice and awareness of one’s evaluation expertise and needs for growth.
- Technical Practice: focuses on the specialized aspects of evaluation, such as design, data collection, analysis, interpretation and reporting.
- Situational Practice: focuses on the application of evaluative thinking in analyzing and attending to the unique interests, issues, and contextual circumstances in which evaluation skills are being applied.
- Management Practice: focuses on the process of managing a project/evaluation, such as budgeting, coordinating resources and supervising.
- Interpersonal Practice: focuses on people skills, such as communication, negotiation, conflict resolution, collaboration, and diversity

For more information on competencies go to: <https://evaluationcanada.ca/competencies-canadian-evaluators>

Workshop Dates and Times

Pre-conference workshops will be online June 11, 2022 and in-person on June 12, 2022 and will be delivered in English or French, at the Workshop Presenter’s choice. Simultaneous translation will not be offered for workshops.

For Online Workshops, the session will be held at the following times on June 11, 2021:

- 10:00am to 1:30pm CST (morning half day sessions on-line)
- 2:00pm to 5:30pm CST (afternoon half-day sessions on-line)

In-Person Workshops Time Slots (June 12, 2021)

- 8:00am to 11:30am CST (morning half day sessions in-person)
- 1:00pm to 4:30 pm CST (afternoon half-day sessions in-person)
- 9:00am to 5:pm CST (full day sessions in-person)

Note: C2022 will provide presenters with a free workshop on how to successfully deliver on-line and in-person workshops. For on-line presenters, C2022 will provide training sessions on how to use Zoom video conferencing as we plan to use this platform for on-line sessions. On-line presenters will be responsible for managing their workshops and should consider having a co-presenter or an assistant to support online delivery (e.g., manage polls, charts, breakout rooms for small group discussion, administering quizzes). However, during the workshop on-line presenters will have access to an IT support desk for any needed troubleshooting and support.

Workshop Proposal Submission Procedure

Workshop proposals must be submitted electronically via the proposal page on the conference website <https://c2022.evaluationcanada.ca/proposal-submission/>. Preparation of your proposal(s) using our online application form do not have to be completed in one sitting; you will be given a passcode that will enable you to return to your proposal once you are working on your proposal online.

- There is no limit to the number of workshop proposals one can submit or be part of, but it is important to be aware that *no more than one workshop proposal will be accepted from any one person or team.*

Note: Please be sure to complete all fields in your electronic submission as **incomplete proposals will not be reviewed**. Carefully review and edit your response prior to submitting your complete proposal. The Workshop Committee reserves the right to contact presenters to obtain more information or suggest modifications to proposals.

Information Applicants Will be Asked For

You will be asked to provide the following information. It is advisable to gather this information before initiating the proposal submission process:

- First and last name, professional affiliation, e-mail address, student status and Credentialed Evaluator status of each presenter (up to 5);
- Short bio (max 500 characters) for each presenter that describes their experience in the workshop subject matter and in facilitation;
- Workshop title;
- Workshop summary (max 1,000 characters);
- Workshop language (English or French)
- Conference sub-theme to which the workshop most significantly contributes;
- Competency domain that the workshop most significantly addresses;
- Level of expertise required by the audience (e.g., beginner, intermediate, or advanced);
- Learning objectives of the workshop;
- Teaching/learning strategies;
- Preferred workshop format (online, in person or both)
- Maximum number of participants
- Workshop needs (e.g., room setup and size, equipment, etc.)
- A few questions regarding socio-cultural self-identification. More information on the conference website under Equity, Diversity, and Inclusion.

Cultural Appropriation

As part of CES' and C2022's commitment to promoting diversity, supporting inclusion and building equity through peer-to-peer learning, we are, for the first time, asking anyone submitting a proposal (paper, workshop) to review a dedicated conference website devoted to cultural appropriation. In their submission form, applicants will be asked to declare that the presenters(s) and workshop leaders(s) have reflected on the contents of their submission, and that they believe they are not engaging in cultural appropriation.

Selection Criteria for Presentations

An independent review committee will rate the submitted proposals according to the criteria outlined below. The workshop committee will make the final selection based on peer-review ratings and other considerations, including diversity and overall program balance. Those whose proposals are accepted, rejected, or put on a waiting list will be advised by February 21, 2022.

Criteria	Weight
Relevance: The proposal should demonstrate alignment with the conference theme and to CES evaluation competencies.	20
Clarity and feasibility of workshop goals and learning objectives.	20
Clarity and feasibility of online or in-person teaching/learning strategies	20
Experience of workshop facilitator(s) and experience in: (a) the subject matter (15 points) (b) facilitation (15 points)	30
Overall quality of proposal	10

Compensation

Recognizing the work involved in planning and delivering an on-line or in-person workshop, CES will offer:

- For facilitating a half-day workshop: 100% reduced registration fee for the C2022 conference for one participant.
- For facilitating a full-day workshop: 100% reduced registration fee for the C2022 conference for two participants.

Note: workshop facilitator(s) may name designates to receive the registration(s) if they are unable to attend the conference or prefer to pass the opportunity on to another individual.

Contact Information

Any questions regarding the proposal submission process should be forwarded to the Workshop Committee at conferencecommittee@evaluationcanada.ca. The Conference Workshop Committee will be available to provide guidance and answer questions. Once the selection of workshops is completed, all applicants will be contacted about the outcome (either accepted, waitlisted or not accepted) of their proposal by February 21, 2022.



Applicants will be expected to confirm participation at the conference within 5 days of being notified of acceptance. Once an applicant confirms participation, the Workshop Committee will inform you of the deadline to provide workshop materials (e.g., agenda, slide deck presentation, case studies, etc.) for on-line presentations.

Note: For in-person workshops, presenters are responsible for all of their own materials.