

Hunger Action Conference

Friday, May 4, 2018

Killington Grand Resort, Killington, VT

**Request for Proposals:**

The Vermont Foodbank is the largest hunger relief organization in the state and its mission is to gather and share quality food and nurture partnerships so that no one in Vermont will go hungry.

The passion that fuels the Vermont Foodbank’s mission comes from the diverse perspectives and skills of its 215 network partners from across Vermont. For the past ten years, the Foodbank’s annual Hunger Action Conference (HAC) has brought together this network, in addition to other non-profits, state of Vermont partners and the general public, to creatively address the problem of hunger in our state.

This year’s conference theme is diversity and inclusion; our keynote speaker is Dr. Jude Smith Rachele from Abundant Sun: [www.abundantsun.com](http://www.abundantsun.com).  The Vermont Foodbank is seeking workshop proposals for the conference; workshop topics can connect with the theme and/or other related themes of hunger and poverty.

The Hunger Action Conference is a full-day educational event that provides 300 plus attendees from the mission-driven and charitable food sectors with training regarding poverty and hunger, food systems, health, best practices and more, to help them positively impact those most in need in their communities. The event includes a speaking program, several choices of workshops, a sit down lunch, and a networking marketplace.

Workshops are expected to last 75-90 minutes including Q&A or discussion time.  Any handouts/supplemental materials necessary for the workshop are to be provided by the presenter at least 10 days prior to the conference.  The Vermont Foodbank will provide the appropriate number of photocopies at no charge to the presenter.

**Proposal Deadline:** Tuesday, January 23, 2018 by 4:00 p.m.

**Submissions:** Proposal submission must include all of the information requested.  Proposals need to be submitted by 4:00 p.m. on Tuesday, January 23, 2018. Please answer the questions on pages 2-3 below and submit via e-mail to Jen Messier at jmessier@vtfoodbank.org

Or you can complete the proposal online here: <https://www.surveymonkey.com/r/HACRFP2018>

**Hunger Action Conference - Workshop Proposal**

**Please tell us a little bit about yourself below:**

1. Session leader name:
2. Organization/affiliation:
3. Position title:
4. Contact address:
5. Contact e-mail:
6. Contact phone:
7. Please provide us with a short bio that is ready for publication (in conference materials, etc.) and contains no more than 100 words:
8. Please tell us what interests you most about participating at the Hunger Conference:

**Please tell us about the session you would like to provide. The Foodbank is hoping to provide a variety of workshop types and is also asking workshops to limit the number of panelists/presenters to up to 4 (including lead presenter):**

1. What type of session would you offer - workshop, panel, lecture, roundtable, or other (if other, please explain):
2. Provide a title for your session: (Workshop titles will appear in conference promotional materials, on the website and in the conference program. Please make your title short, informative, and attention-grabbing.)
3. How does your topic relate to the theme of the conference and/or hunger & poverty:
4. Have you presented on this topic before? If yes, where:
5. If applicable, please list any additional presenters. Include affiliation and a short bio (1-2 sentences that will be included in conference materials), and indicate how the presenters represent diverse perspectives. Please note: the Foodbank is asking workshops to limit panelists/presenters to no more than 4 total (including lead presenter):
6. Who is the target audience for this session:
7. Are you open to collaborating with other submitters if necessary:

Session Promotion: If your proposal is selected, the answers below may be shared with attendees and in conference materials in full or edited as necessary for the format:

1. List one to three learning outcomes describing how participants will benefit from this session and what tools, skills or message(s) participants will take home. Learning outcomes should be action statements describing what participants will be able to do as a result of the experience, usually defined in terms of knowledge, skills, or attitudes.
2. Provide a two or three sentence summary that can be used to promote your session to conference attendees in 50 words or less. Note: this is different than that longer workshop description that will also be used in conference materials:

**Release:**

*You must agree to the following in order for your proposal to be accepted:*

**Educational Value of Conference Sessions** (by checking the boxes below, you agree to the following:

* I understand that all presentations are to be of an educational nature.
* I understand that sessions should not be used to promote products and services.

**Pro Bono Statement of Understanding**

By signing this proposal information sheet, I acknowledge that if my proposal is accepted by the Vermont Foodbank, I will provide professional conference speaking services pro bono or as otherwise specified in this proposal in support of the goals and objectives of the Conference.

Signature:­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_