



**Speaking Up For Us  
Annual Statewide Conference  
Workshop Proposal Request**

SUFU is accepting proposals for workshop sessions for our Annual Conference to be held on **September 24<sup>th</sup> and 25<sup>th</sup> location to be determined most likely in the Bangor Area**. Our theme this year is “Get the Good Life”. Proposals will be accepted from **May 17<sup>th</sup> - July 19<sup>th</sup>**. Chosen presenters will be notified by August 15<sup>th</sup> if the workshop has been selected. Please complete this application entirely.



**Conference Workshop Needs**

Sessions should incorporate a wholistic view of a person’s life and incorporate themes of personal health, growth, and access to be fully included in their communities. SUFU feels it is important to approach growth and change by offering opportunities to our participants that will help them strengthen their communities and improve their lives. Workshops can be focused on any topic from history, rights, services, finances, health, wellness, legal, hobbies, enrichment, physical activity, mindfulness and more.

**Workshop Contact Name:** \_\_\_\_\_

**Agency Affiliation (if applicable):** \_\_\_\_\_

**Mailing Address:**

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**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Workshop Title:** \_\_\_\_\_

**Workshop Description (Please include a descriptive narrative as you want it to appear in conference materials.)**

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**Minimum number of participants:** \_\_\_\_\_ **Maximum number of participants:** \_\_\_\_\_

**AV Equipment needs:**

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**Additional Workshop Supplies:**

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**Audience Engagement: (Please describe how you will incorporate hands on activity and engage participants.)**

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**Presenter Information (Please provide the following information for each presenter)**

<b>Full Name</b>	<b>Agency/ Organization</b>	<b>Job Title</b>	<b>Email Address</b>	<b>Biography</b>
<i>Names as they want it to appear in publication materials</i>	<i>List organization they will represent</i>	<i>Full job title</i>	<i>Email address to contact them directly and may be shared with participants</i>	<i>A Small Paragraph Biography. (Attach as separate document if necessary)</i>

**Workshop Length**

Presenters should plan for workshops to be 1 hour in length. Participants will require time to move from one session to another and 15 minutes will be allotted for workshop changing.

**Target Audience and Accessibility**

Participants of this conference are all **adults** living with an Intellectual or Developmental Disability.

**Handouts**

Any handouts that will be provided to participants must be emailed to [lcoldwell@sufumaine.org](mailto:lcoldwell@sufumaine.org) by **August 30th**. Presenters are required to bring copies of their own handouts. SUFU will make handouts available via email or in large print as requested for accessibility.

**Other Notes**

- Workshops must be interactive and engage participants. Workshop feedback in the past few years has demonstrated our SUFU members do not respond well to reading off of power points. Participants generally enjoy conversation and hands on activity.
- Chosen presentations will be notified by August 15th and will receive a presenter packet with more information.
- All handouts must be emailed to us by August 30th.
- SUFU reserves the right to request a modification of the proposed content.

Questions concerning a proposal idea can be emailed to Laurie Coldwell.

Email completed applications back to Laurie Coldwell- [lcoldwell@sufumaine.org](mailto:lcoldwell@sufumaine.org).