**Thank you for considering presenting at the NCRC Annual Conference hosted by Minnesota NAHRO. The event will be held in St Paul, Minnesota on May 24-26. This is NOT the document to submit a proposal. This is a list of the form questions for those who want to see the questions in advance of submitting a proposal.**

**When you’re ready to submit your proposal, use the online form** [**www.mnnahro.org/event/minnesota-ncrc-nahro-spring-conference**](http://www.mnnahro.org/event/minnesota-ncrc-nahro-spring-conference)

Minnesota NAHRO seeks proposals for our 2022 conference. Deadline to submit a session proposal is January 25, 2022 by 5pm via the online form. If you have questions or need additional information, please email [info@mnnahro.org](mailto:info@mnnahro.org).

Sessions should meet the professional and personal development needs of a diverse audience from an eight state region including Iowa, Indiana, Illinois, Michigan, Minnesota, Nebraska, Ohio, & Wisconsin, The audience is comprised of experienced professionals and those new to the industry who work with or associated with housing authorities.

The NCRC Annual Conference hosted by Minnesota NAHRO will focus on connecting industry professionals from across the housing sector to share best practices, lessons learned and provide expertise on the programs and services provided by housing authorities.

All workshop proposals are welcomed and will be considered. All applicants will be notified on the status of their proposal by February 4, 2022. Thank you in advance for supporting Minnesota NAHRO as we plan for a successful event. \* Indicates required information to submit a proposal.

**Key Contact Information \***

Name: \*

Organization/Company/Agency:

Address:

Email Address: \*

Phone Number: \*

**Session Proposal\***

Title:

Brief Description:

Focus areas – select all that apply from the drop down menu

Learning Objectives; Identify 1-2 key items attendees will take away from this session

How will this session address or incorporate diversity, equity, and inclusion into this presentation?

**Presenter Information**

#### 

#### **Presenter Information – indicate if same as key contact\***

Name: \*

Organization/Company/Agency:

Address:

Email Address: \*

Phone Number: \*

#### **Short Presenter Bio. Will be used in conference promotion including online and printed in materials**

#### **Second presenter contact info, if applicable.**

Name: \*

Organization/Company/Agency:

Address:

Email Address: \*

Phone Number: \*

#### **Second Presenter Bio, if applicable**

If the session is a panel format, we ask for details on additional panel members if possible.

**Other Session Details**

**Minnesota NAHRO is a non-profit organization that relies on the generous donation of time by presenters to provide its membership training opportunities by industry experts. This section will assist our selection committee as they consider session proposals.**

**A/V: Each presentation room will have an LCD projector and screen, tables/chairs, one microphone podium/lectern, presenter table, and an easel outside the room. You will need to provide your own laptop computer and if you need other presentation items (flipchart, DVD player,etc) please plan to provide them.**

**Please indicate if costs or speaker fees will need to be covered (select one)\***

* **This session does not require costs or speaker fees to be covered**
* **Costs will need to be covered - more details below**
* **Speaker fee is requested - more details below**

**If costs or speaker fees are requested, please provide specifics.**

**Indicate if your organization is a public or nonprofit entity that requires a level of cost reimbursement.**

#### **If my proposal is selected, I am available**

Tuesday afternoon only (May 24)

Wednesday only (May 25)

Thursday morning only (May 26)

I am flexible & can make any day work

Comment:

#### 

#### **If selected, I plan to attend...**

Only my session

Only the day of my session

The full conference

Comment

#### 

#### **Is there anything you want to ensure Minnesota NAHRO is aware of as we consider your proposal?**