

CALL FOR PROPOSALS

MMANC ANNUAL CONFERENCE | NOVEMBER 6-8, 2024



Proposals due Friday, May 31 | Submission Form: <https://forms.gle/FYAN4QNAmzBWTMS7>



About Us

The Municipal Management Association of Northern California (MMANC) is now collecting proposals for conference sessions from individuals, groups, organizations, and our Corporate Partners for the 2024 MMANC Annual Conference.

This year's conference, **"Harvest Your Potential"**, aims to help attendees reflect and dig into the "seasons of their career"

The conference will be held November 6-8, 2024 at the Hyatt Regency Sonoma in Santa Rosa, CA. Take advantage of this exciting opportunity to share your ideas, knowledge, and expertise with local government leaders from across Northern California!

About the Conference

MMANC expects to gather around 350 attendees for the conference, primarily comprising early to mid-level professionals from cities, counties, and special districts. The conference will be a blend of vibrancy and learning, offering an abundance opportunities for professional development and networking.



Conference Framework

We've crafted the conference framework with the aim of cultivating innovative, thought-provoking, and relevant content for our annual conference with a specific focus on leadership and professional development. **Under this theme, we will dig into the "seasons of your career": Dig (winter), Plant (spring), Grow (summer), & Harvest (fall).** The goal of the conference will be for attendees to identify which season they are currently in, learn how to navigate their season and move to the next season, and understand the steps and tools they need to be successful in each season. Below are the 4 seasons and examples of topics that could fall under each season. Please note that this list is not-exhaustive.





Presentation Formats (45-90 minutes)



KEYNOTE

An engaging and informative presentation by one speaker directed at the entire audience under the umbrella of the conference theme.



PANEL DISCUSSION

Panels include 1 moderator and 2 to 4 speakers focusing on one topic or issue for an engaging and informative conversation. There should be time for 10-15 minutes of Q&A at the end of the discussion.



EXPERT PRESENTATION

Formal presentations made by an expert on the subject. The presenter does not have to be an acknowledged expert in the field but should be well-versed on the topic through experience and/or research. There should be time for 10-15 minutes of Q&A at the end of the presentation.



WORKSHOP

An interactive group discussion between participants on a specific topic or issue, and typically include a 5 to 10 minute presentation by the speaker to introduce the topic, followed by hands-on, interactive learning or problem-solving activities among attendees.



BARREL TALK

A Barrel Talk, also known as a Fireside Chat, is a conversational-style discussion on an important or emerging topic that does not fall under the umbrella of the conference theme.

Credentialed Government Leader Program (CGL)



Credentialed Government Leader Certification, or CGL, provides foundational tools, experiences and connections designed to develop participants' knowledge, self-awareness and skill set. The program is designed to build the management and leadership skills of analysts, mid-managers and other members who have at least three years experience in a government organization and prepare them, through coursework and coaching, to become government leaders.

CGL courses are either a full credit (3 hours) or a half credit (1.5 hours). Presenters are encouraged to propose CGL sessions on a variety of topics, including the five core areas or an elective topic.

Core Courses

Organizational Leadership

**Effective Communication:
Written and Verbal**

Creative and Critical Thinking

Interpersonal Relationships with Elected and Appointed Leadership

Project Management

For more information on the CGL program and the electives, visit the CGL webpage: <https://www.mmanc.org/cgl/>





Proposal Requirements

1. Session Title (150 character limit)
2. Organizer name(s), affiliation, and contact information
3. Desired Session Type
4. Session Description
5. Identified Learning Objectives
6. Biography

Criteria for Selection

1. Content: Does the proposal present issues or topics of relevance and importance for local government leaders related to the identified topic areas.
2. Clarity: The Title, Description, and Learning Objectives clearly describe the session.
3. Format: The proposal clearly addresses the identified topic areas.
4. Interactivity: The proposal includes active learning components and interaction among participants.
5. Diversity: The session furthers MMANC's goals of advancing diversity, equity and inclusion.

Deadline

Proposals are due no later than 11:59 PM on Friday, May 31, 2024.

Proposals can be submitted at:
<https://forms.gle/23KHxmRwV4ohYsKy9>

If you have any questions regarding the proposal process, please contact Stacie Marchetti at programs@mmanc.org.

Additional Information

Compensation Policy

MMANC is a not-for-profit association, and to keep registration costs as low as possible, is unable to provide any reimbursement of expenses, travel, or other compensation. Speakers will receive complementary conference registration for the day of their session. Attendance beyond the speaker's session day will be subject to registration fees at discounted speaker rate. The success of our Conference depends on the efforts of practicing professionals and Corporate Partners willing to volunteer their time to professional education. We deeply appreciate your interest and commitment.

Responsibilities of Session Organizers

All moderators, facilitators, and presenters must agree to abide by these policies upon submission of a proposal.

Responsibilities

As a presenter, moderator, or facilitator of a session, you are responsible for:

- 1.Meeting deadlines as communicated by MMANC Conference Planning Committee members for submitting/reviewing information;
- 2.Coordinating with co-presenters and panelists initially, and then communicating with them prior to the meeting;
- 3.Ensuring co-presenters or panelists are familiar with their responsibilities;
- 4.Returning any information required by MMANC for each presenter in the session;
- 5.Determining the audio/visual and room setup needs of your session;
- 6.Providing the slide presentation and/or any handouts when required by Committee members

On-Site Responsibilities

You and the other speakers/panelists should arrive on-site in time to:

- 1.Rehearse your session prior to your presentation time; and
- 2.Meet the session host and communicate any changes in presenters or A/V needs.

During the Session

It is up to you to ensure:

- 1.The introduction sets the tone for an enthusiastic energetic session;
2. Session presentations, activities, and Q&A each stay within their planned allotted session time
- 3.The audience is reminded to fill out the evaluation survey at the end of the session.



For inquiries, contact us.



www.mmanc.org



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