



Request for Proposal - Presentations/Workshops

Deadline August 20, 2004

Notification Process will begin September 2004

Theme: Taking Charge: Health, Community, Family

Zuna Institute convenes the National Black Lesbian Conference so that with our collective strength we can become change makers. *“Taking Charge: Health, Community, Family,”* is meant to describe how Black lesbians must take the power of change into their own hands. We must take the lead in making sure our families have rights, our communities have strong leadership and resources, and that we are healthy enough to sustain the resistance.

Zuna Institute’s RFP’S is to obtain presentations/workshops that focus on improving the advocacy efforts of Black lesbians, and sharing of best practices to support the grassroots efforts to organize in rural and urban cities across the country. Submissions from – policy makers, educators, community-based health care providers, activist/advocates, and researchers who are interested in policy change and advocacy are encouraged to participate. Special attention will be given to proposals that are related to the Conference Theme.

Basic Guidelines

- **Workshops (90 minutes):** Prepared presentation that includes topic and specific learning objective and time for Q &A. Workshops are advocacy focus in which participants can gain useful information, and or advice on a specific topic.
- **Affinity Groups (60 minutes):** Working groups that focus on similar projects to gather for networking, discussion, and community building.
- **Panels/Forums (90-120 minutes):** Presentations 10-15 minutes each and time for Q & A (refer to panel topics)
- All proposals must be related to our theme.
- Submissions must be received by **August 20, 2004** in MS Word format only. Electronic submissions are preferred. If your proposal is accepted, you will be notified by **September 30, 2004**.
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Presenter Policies

In order to keep conference registration fees affordable, we ask that presenters volunteer their time and services to Zuna Institute. As a presenter you will be able to register at the discounted rate of **\$125.00** for the entire conference, including workshops, plenary sessions, receptions, banquet, and evening events. This registration rate does not include off site events, travel or hotel expenses. The discounted rate is limited to three presenters per workshop session.

If your proposal is accepted you will be mailed a confirmation letter along with your registration packet, which includes registration form. You will be required to pay registration fees by the date included with the confirmation letter.

Zuna Institute cannot confirm a specific time or day of any workshop presentation. All facilitators must be able to present on Friday, April 8 or Saturday, April 9. **Presenters will be responsible for expenses related to participation in the conference, including registration fees, lodging, and transportation.**

Presenter Responsibilities

Presenters are responsible for making their own travel, and hotel arrangements. The person submitting the proposal is considered the contact person. The contact person is responsible for providing the information on all presenters including contact information and Bio’s. Any changes to proposal must be submitted in writing. Presenters will be notified of deadlines for conference brochure, and program book printing. All information must be submitted by these dates. Presenters should provide participants with handout such as articles, and or fact sheets. Presenters are responsible for any copying and printing costs.

Zuna Institute will provide each room a Flip Chart and Markers. Any additional equipment must be requested in writing. Zuna Institute reserves the right to limit any AV request. Zuna Institute will not provide LCD projectors.

DEADLINE!! All presentations must be received by August 20, 2004

Sample conference workshops, and plenary sessions topics are:

Coping with Serious Illness Know your rights as a patient HIV and Aids Mental Illness Results of Health Studies Investment Clubs Bundling our Money	Durable Power of Attorney A Must Building a Movement for Social Change Marriage is a Right Political Future Legislative Process How to form an Organization Own your business? How did you do it
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Please select the area your presentation addresses: Health, Policy, Research, Advocacy, We strongly encourage our presenters to be creative and imaginative. The program should be fun, build skills, empower, inform, and engage participants.

Panel Presenters: Zuna Institute will have five panels/open forums during the conference.

- Organizational Panel
Black Lesbian Organizations are represented to discuss the services they provide, their challenges, and an opportunity to discuss how the community can provide and benefit by their existence.
- Political Panel
This panel consists of individuals who are currently involved in political advocacy, discussing marriage, equality, and supports the rights of black lesbians.
- Health Panel
This panel will consist of individuals in the medical field, research organizations, health related occupations or service providers. This is an opportunity for women to ask questions and find out about the services or information available.
- Economic Panel
This panel will consist of individuals who have a proven economic success. This may be in a sole proprietorship or a corporation. They will be able to give advice on how to improve sales & marketing, share their experience in growing the business, and provide information on ways to improve success.
- Spirituality Panel
This panel will consist of individuals in the spiritual community. They will be able to share information on progress and difficulties when dealing with the church and homosexuality.



NATIONAL BLACK LESBIAN CONFERENCE
April 7-10, 2005
Dallas Texas
Hilton Dallas Lincoln Centre

Workshop Proposal Form
Deadline August 20, 2004
Notification Process will begin September 2004

Facilitator:

First Name	Last Name	Date
Mailing Address		City, State Zip Code
Telephone	Fax	Email Address
Organizational Affiliation	Title	Website
Mailing Address	City	State Zip Code
Telephone	Fax	
Emergency Contact /Name	Relationship	Primary Phone

Presentation Details:

What is the Title of your Workshop/Presentation? _____

Briefly describe the presentation you are proposing in 50 words or less. **This summary will be included in the Conference Program Book.**

Select the area your presentation addresses: Health Policy Research Advocacy

Please include names of additional facilitators. (Only two additional facilitators at the presenter rate)

First Name	Last Name	Contact phone/email
First Name	Last Name	Contact phone/email

Please include a brief bio's of yourself and co-presenters for the program book (limit to 75 words each) **attach a separate page.**

Describe the purpose of your presentation.

List your objectives for the presentation.

*If you are selected, you may be asked to revise this description for pre-conference publicity and for the participant book.

Indicate the type of participant to whom your session will be directed (check one).

- A. No experience or knowledge.
- B. Some experience or knowledge.
- C. Substantial experience or knowledge.

How would participants benefit from attending your session?

Briefly describe the techniques/methods you would use to conduct this session.

Have you previously conducted this or a similar presentation?

Yes No

If so, please provide the following information on the organization to which you presented this session:

1. Contact name/title _____
2. Organization _____
3. Phone _____

If not, why do you want to offer this session?

If you are selected, will you grant permission for taping (audio or video) of your session?

Yes No

If you have a prepared paper, will we have permission to publish it as part of the conference proceedings?

Yes No

Special comments or questions?

Submission deadline is **August 20, 2004**. Please e-mail your application to presentations@zunainstitute.org, or fax to 916-419-0738. Mailing address is 4660 Natomas Blvd. #120-181, Sacramento, CA 95835. All proposals will receive a response by September 30, 2004. Presenters register at the discounted rate of \$125.00. All presenters are responsible for their transportation and lodging related to attending the conference.

Conference Hotel:

Hilton Dallas Lincoln Centre

5410 LBJ Freeway

Dallas, TX 75240

Telephone: 972-934-8400

Fax: 972-701-5137

To make reservations, call **1-800-245-3304** and indicate the group name, Zuna Institute

Zuna Institute Room Rate

Single \$86 / Double \$86

Executive Level \$109 / Junior Suite \$119