



# Southeast Evaluation Association's 31st Annual Workshop

March 19-20, 2018, in Tallahassee, Florida

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## Call for Proposals

**Deadline: Friday, February 9th, 2018**

The Southeast Evaluation Association (SEA) invites you to submit a proposal for presenting at SEA's 2018 Annual Workshop. SEA accepts evaluation-focused proposals on a variety of topics, such as methodology, data analysis/visualization, tools, and professional skills (public speaking, client or team relations, project management, leadership, proposal and report writing), as well as from a variety of fields, including Government, Administration and Management, Finance, Consulting Services, Public Health, Criminal Justice, Social Services, Information Technology, and Education.

**Please submit your proposal via email with the subject line "Attn: SEA Workshop Chair": to [seacoordinator@southeastevaluation.org](mailto:seacoordinator@southeastevaluation.org) no later than 5:00 p.m. Eastern on Friday, February 9th, 2018.** Please submit any questions about SEA's Workshop to the Workshop Chair via email at [seacoordinator@southeastevaluation.org](mailto:seacoordinator@southeastevaluation.org).

### Frequently Asked Questions

- ❖ All submitted proposals should be evaluation-focused; proposals should speak to the challenges and lessons learned, or the methodologies and tools administered, in your evaluation experience(s) and not merely presenting study results. Proposals should not be commercially-focused to promote specific companies, products, and/or services.
- ❖ Proposal abstracts should be well-written and specific, as attendees will depend on the abstracts to decide which presentations to attend.
- ❖ Equipment/Technology: The presentation room will be equipped with a white board, projector, and computer. Internet access will also be available to presenters. Additional equipment may be supplied by the presenters or requested from SEA.
- ❖ If your proposal is accepted, you will be requested to review your presentation's listing and to confirm your intent to present. Once complete, you and any co-presenters should register for the Annual Workshop. While there is no discount for presenters, SEA strives to maintain low registration fees for all attendees.

*We look forward to seeing you at SEA's Annual Workshop!*

## SEA Workshop Proposal Submission Form

<b>Sal.:</b>	<b>First Name:</b>	<b>Last Name:</b>
<b>Email:</b>		<b>Phone:</b>
<b>Address:</b>		<b>City:</b>
<b>State:</b>		<b>Zip:</b>
<b>Employer/Educational Institution:</b>		

<b>Presentation Title:</b>
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<b>Please list additional presenters who will be with you:</b>	
<b>Presenter #2:</b>	<b>#2 Email:</b>
<b>Presenter #3:</b>	<b>#3 Email:</b>

<b>Estimated time needed for presentation and questions:</b>	<input type="checkbox"/> 30 min	<input type="checkbox"/> 45 min	<input type="checkbox"/> 60 min
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**Proposal Abstract (200 word maximum):**

*Describe your presentation topic and what will be covered. This may include the presentation’s purpose, topic, and what attendees can expect to learn.*

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Please submit this form to “Attn: SEA Workshop Chair” via [seacoordinator@southeastevaluation.org](mailto:seacoordinator@southeastevaluation.org).