

One-Stop National Conference

Call for Topics

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail address: _____

A. Suggested Topics to be Addressed

Please describe topics and issues as completely as possible. (Feel free to use a continuation sheet)

B. Workshop Offerings

Include workshops that you can offer as well as workshops that you have attended which you feel would be helpful for the one-stop community. Suggested workshops can address the topics you have cited above or can be on other appropriate subjects.

1. Title of Session

2. Description of Workshop

3. Anticipated Audience Level (i.e., seasoned career center operators, new one-state states, universal appeal)

4. Suggested Presenter(s):

Name, Affiliation, Address, Phone number, Fax number, and Internet address:

Background/Expertise:

If other than yourself, is presenter aware of this nomination? _____

C. Features to be Highlighted

Identify any outstanding features of a one-stop career center that you have visited which would be worthy of highlighting at the conference.

1. Description of Feature:

2. Name, address, staff contact, and phone number of one-stop center utilizing feature.

D.

Resources and Tools

There will be a limited display of technology and written resources at the conference developed by states or local sites and/or used by one-stops which would be of help to one-stop career center staff. Please indicate any products you would like to have showcased.

1. Description of resources (i.e., a computerized assessment program; marketing brochures; videos)

2. Name and phone number of a staff contact who can furnish us additional information on any set-up needs required to showcase suggested resources.

**PLEASE FORWARD TO: SHELLEY LANDGRAF
(PHONE 612-282-6923)
(FAX 612-282-6927)
(E-MAIL slandgra@des.state.mn.us)**