

## Co-op Housing Federation of BC Spring Education Conference

April 14, 2018 – Westin Wall Centre, Richmond

### CALL FOR WORKSHOP PROPOSALS

The Co-operative Housing Federation of BC (CHF BC) is a co-operative membership association made up of housing co-ops and supporting organizations in British Columbia. Our mission is to unite, represent and serve our members in a thriving co-operative housing movement. There are more than 260 non-profit housing co-ops in BC, with over 14,500 households. Most of these housing co-ops are members of our association.

The purpose of our education program is to support these members in the achievement of the highest standards of sound management, good governance and principled leadership within healthy communities. Our bi-annual (spring and fall) education conferences contribute to this with a day of workshops and networking to challenge and inspire delegates who either live in, or provide services to, housing co-ops.

In order to expose our membership to emerging issues and new ideas, and to develop new initiatives, we are reaching out to the wider housing, social and non-profit community sector with an invitation to submit a workshop proposal to be part of our spring education conference in Richmond on April 14, 2018.

#### Criteria

##### Workshops should:

- Offer innovative ideas
- Be relevant to the housing co-op sector
- Include strategies to help participants share their learning on their return to their communities
- Be designed for an adult audience and allow for participant interaction and questions
- Run for the entire time block but not run over time
- Be suited for a minimum of ten, and a maximum of forty participants

##### Workshops should not:

- Sell products or services

### **Remuneration**

- \$285 for a 3-hour morning workshop (with a 15 minute break)
- \$240 for a 2-hour afternoon workshop
- Includes lunch

Note that transportation and any accommodation required are the sole responsibility of the workshop facilitator.

### **To apply**

Please complete and return the proposal form on the next page **before Wednesday, January 31**.

For example workshop descriptions you can view our fall 2017 education conference flyer here: [http://www.chf.bc.ca/sites/stage.chf.affinitybridge.com/files/pdf/2017%20Fall%20Education%20Conference\\_hyperlinked.pdf](http://www.chf.bc.ca/sites/stage.chf.affinitybridge.com/files/pdf/2017%20Fall%20Education%20Conference_hyperlinked.pdf)

### **Selection**

We will make selections and inform workshop facilitators by Wednesday, February 14<sup>th</sup>. We will issue agreements at this time and request audio-visual and room layout requirements as well as any hand-outs to be copied for distribution.

If you have any questions please contact Sophie Cooper, Education Director at CHF BC: [scooper@chf.bc.ca](mailto:scooper@chf.bc.ca)

## WORKSHOP PROPOSAL

Please complete this form in full and return it before *Wednesday, January 31, 2018*  
to [scooper@chf.bc.ca](mailto:scooper@chf.bc.ca)

<b>1. Name and professional title (if applicable)</b>	
<b>2. Organisation (if applicable)</b>	
<b>3. Contact information</b>	Email: Phone: Mailing address:
<b>4. Short biography</b> <i>100 words maximum</i>	
<b>5. Workshop title</b>	
<b>6. Workshop description</b> <i>Include purpose of the workshop, anticipated benefits to participants who attend, relevance to the housing co-op sector and format i.e. presentation, group discussion etc. Approx. 200 words</i>	
<b>7. Short workshop description</b> <i>A 50-word teaser for the conference flyer</i>	
<b>8. Please tell us what qualifies you to deliver this workshop</b>	
<b>9. References</b> <i>Please provide a reference</i>	