



Every Victim, Every Time Crime Victim Conference April 23 – 24, 2019

Conference Speaker Proposal

The EVET, Inc. committee would like to invite you to submit a workshop proposal to present at the 13th annual Every Victim Every Time conference. This year's conference will be held in Bryan/College Station, Texas on April 23 – 24, 2019 at the Brazos County Expo Center.

The two-day conference will provide law enforcement, prosecutors, medical staff, teachers, social service agencies and mental health professionals an opportunity to learn valuable information about victim issues related to the criminal justice system. The goal of the conference is to address the wide scope of crimes against all victims and help positively influence professionals who work with victims on a daily basis. Advanced topics are preferred, as many professionals have attended this conference in the past.

The deadline for complete workshop proposals is December 31, 2018. Incomplete workshop proposals will not be considered during the selection process. The EVET, Inc. committee will notify selected speakers if their proposal is selected no later than January 31, 2019.

The EVET, Inc. is aware that some organizations do not have adequate travel funds for speakers. We have a very limited budget and would like to assist those who need it most. In accordance with the State of Texas policy, we will not pay any speaker travel cost until after the conference has concluded and attendance has been verified.

Please contact us with any questions or comments. We encourage you to also attend the conference as we will provide a wide variety of topics. Additional conference and registration information is available on our website at <http://www.evetbv.org>.

Sincerely,

Melissa Carter
Victim Assistance Coordinator
District Attorney's Office, Brazos County
300 East 26th Street, Suite 310
Bryan, TX 77803
Phone: (979) 361-4318
Email: mcarter@brazoscountytexas.gov

Every Victim, Every Time
 Conference April 23 – 24, 2019
 Bryan/College Station, Texas

SPEAKER CONTACT INFORMATION

one form for each presenter/co-presenter

PLEASE PRINT OR TYPE!!

PRESENTER NAME:	TITLE:
CO-PRESENTER(S):	TITLE:
AGENCY/ORGANIZATION:	
ADDRESS:	CITY:
STATE:	ZIP CODE:
WORK PHONE:	CELL PHONE:
FAX:	E-MAIL:

Please check the day you prefer to present. The workshop committee will **try** to accommodate your request, but we cannot guarantee your preference.

Tuesday or Wednesday (April 23 or 24) Only Tuesday (23rd) Only Wednesday (24th)

Due to accreditation requirements our schedule is divided into one hour and/or two hour breakout session workshops. Please indicate below which time allotted would best fit your presentation:

One Hour Workshop Two Hour Workshop

***Please Note: If your workshop proposal is accepted for the 2019 conference, you must agree to provide all needed documents including a speaker biography, workshop description and any additional accreditation paperwork needed. All documents must be emailed to the speaker coordinator prior to the conference. Speakers agree to allow the EVET, Inc. Board of Directors to publish biographies and workshop descriptions on the EVET website and conference notebook.

Any additional co-presenters **MUST** be approved prior to the conference and they must provide the above mentioned paperwork as well.

Workshop Checklist

Workshop proposals will be considered ONLY IF they are complete and all information requested is provided to the workshop committee by December 31, 2018.

- Speaker's Contact Information (Page 2, One for Each Presenter)
- Workshop Information (Page 3, One per Workshop)
- Attach Vitae or Resume and Biography (One for Each Presenter)
- Speaker Release Form (Page 4, One for Each Presenter)
- Audio & Visual needs and Travel Criteria Form (Page 5, One per workshop)

Return Packet to:
mcarter@brazoscountytexas.gov

Proposed WORKSHOP INFORMATION

****one form per workshop****

TITLE OF WORKSHOP:

BASIC

INTERMEDIATE

ADVANCED

Target Audience:

Description of Workshop: (Please keep description to 150 words. One per workshop). Please be descriptive – this is the information attendees use to make a decision on which workshop to attend.

Workshop Descriptions will be published in the Conference Notebook and EVET website. We reserve the right to edit the information as needed.

Please attach your complete vitae or resume to this packet along with a speaker biography. The Speaker Biography should be written in third person, paragraph form (not to exceed 150 words)

Speaker Biographies are published on the EVET website and we reserve the right to edit the information as needed.

SPEAKER RELEASE FORM

****Each presenter needs to sign the Speaker Release Form****

This will not affect the selection or non-selection of your workshop!

Requests to tape/record conference workshops are often received from the media. These recordings are used for broadcasting on local news programs, etc. to let the community know what is going on. Please provide permission or indicate non-consent by completing the form below.

This is to authorize the audio/video recording of my workshop to be presented at the Every Victim, Every Time Conference to be held in Bryan/College Station, Texas on April 23 – 24, 2019.

I understand that my remarks may be reproduced by T.V. stations, radio stations, newspapers, and other news sources or groups and other interested parties, without compensation to me.

This consent does not deprive me of any other rights I have to my lecture or discussion material.

Signature: _____

Printed Name: _____

Date: _____

I DO NOT CONSENT TO THE TAPING OF THIS WORKSHOP.

Signature: _____

Printed Name: _____

Date: _____

AUDIO VISUAL REQUEST FORM

NAME OF WORKSHOP:

PRESENTER(S) OF WORKSHOP:

****Each classroom will have a laptop, speakers and a projector provided.**

If you would like to bring your personal laptop to use during your presentation, we will have a technology volunteer available to assist you in setting up the equipment.

Additional Audio/Visual Equipment Needed:

Internet

TV & DVD

Other: _____

NOTE: IN ORDER TO AVOID CONFUSION BETWEEN WORKSHOP SESSIONS, IT IS IMPERATIVE THAT YOU MAKE ALL AV REQUESTS AT THIS TIME. IF THERE IS A CHANGE IN YOUR REQUEST, PLEASE NOTIFY US IMMEDIATELY.

ALL ROOMS WILL BE SET UP CLASSROOM STYLE UNLESS OTHERWISE REQUESTED

TRAVEL CRITERIA FORM

Presenter Name:

Co-Presenter Name (s):

Please check one of the following:

I DO NOT need reimbursement.

I DO need a reimbursement, as my agency/organization cannot cover my travel expenses.

If a speaker requests reimbursement, a speaker contract MAY be required to be on file prior to the conference. Please contact the speaker coordinator if you have questions about this policy.