National Community Tax Coalition

Call for Workshop Presentations

The National Community Tax Coalition, a project of the Center for Economic Progress, announces a Call for Workshop Presentations for its 7th National Conference ***"Realizing the Dream: Promoting Financial Opportunity in All Communities."*** The 2009 Conference will take place on August 31st and September 1st, 2009 at the Marriott Rivercenter in San Antonio, Texas. The Conference will consist of two days of training, learning, networking, and shaping the direction of community-based tax preparation, financial services, leadership development, and advocacy. The Conference is expected to draw over 600 participants from across the nation representing the public, private, and non-profit sectors. At the Conference, the National Community Tax Coalition will enhance participants' ability to increase economic opportunities for working families by accomplishing three goals.

- Participants will share experiences that help tax programs improve and better serve their communities;
- Participants will learn about proven products and strategies to help families improve their financial health and begin to build assets; and
- Participants will discover how to be an effective advocate on tax and financial issues facing working families.

Call for Papers for Conference Workshop Presentations

The Realizing the Dream Conference is the premier forum to share your experience and knowledge, and to identify roadmaps for long-term success. This Call for Workshop Presentations seeks to identify and select workshop presenters that can bring a combination of strategies related to theory, best practices, and practical application that will facilitate the advancement of the community-based tax preparation and asset building fields.

We invite presentation submissions from researchers and practitioners (academia, private sector, government, consulting) in the tax preparation, asset building, tax and asset-building policy, and leadership development areas. Workshops will run for 90 minutes and some workshops may repeat. Workshops are limited to two speakers and one moderator. Workshops with more than one presenter will allow up to 30 minutes per presenter; workshops with only one presenter will allow between 45 -60 minutes for the presentation. The intent is to leave the balance of the workshop for interaction with participants. We request that speakers consider the diversity of the audience to whom they will be presenting as they prepare their presentations. Accepted papers will be highlighted on the National Community Tax Coalition's website.

Preparing a Workshop Proposal

Proposals should include a proposal abstract and a concept paper.

1. Abstract
The proposal abstract should be informative with a length of no more than 200 words. The proposal abstract should indicate the applicable topic (see the list on the next page); include a title and the problem or questions to be addressed; and identify the audience level (Basic, Intermediate, or Advanced). Basic workshops are designed for an audience with two or fewer years of experience; intermediate workshops are for audiences with three to five years of experience; and an advanced workshop will engage an audience with more than five years of experience in the topic area. The proposal abstract will be included on the

National Community Tax Coalition's website, the conference registration site and in the conference program book.

2. Concept paper

The concept paper should be up to two pages in length and should provide a description of the workshop, a structure for the workshop, a theoretical framework (if applicable), and an outline of strategies to engage workshop participants.

Topics of Interest, but not limited to:

Potential topics of Interest, but not limited to: Working with Volunteers and the Volunteer Protection Act	Foreclosure Prevention Strategies	Expanding Access to Higher Education: Promoting FAFSA & Tax Preparation
Asset Building: Service Delivery Models that Work	Rules and Roles of Advocacy	Quality Assurance and Tax Preparation
Marketing Tax Prep and Asset Building Initiatives	Self Tax Preparation	Forming and Strengthening Coalitions
Leadership Development	Financial Education and the School System: Preparing the Next Generation	Incorporating credit reports and scores and debt reduction strategies
Volunteer Training, Recruitment & Retention	Tax Preparation Software	Grant Writing
Community Development with Partners	Applying the Lessons of Behavioral Economics	Making the Most of Data
Nuts & Bolts of Tax Prep	Tax Reform: Opportunities and Strategies	Advancing Opportunities for ex-offenders
Addressing Health and Life Insurance Needs for working families	Addressing Medical Debt	Savings Strategies at Tax Time
State Level Advocacy	Regulating Tax Services	Regulating Financial Services
Debt advice, money guidance and financial institutions	Role of local government in widening access to financial products and services	Access to affordable auto-loans
Access to Higher Education: Expanding the Pell Grant		

Submission Guidelines

All submissions should include the following materials.

Phase I: Submissions – Initial Proposal (Deadline –Thursday, March 19, 2009)

- Workshop abstract, not to exceed 200 words
- Workshop concept paper, not to exceed 2 pages in length
- Resume or curriculum vitae of all presenters/panelists (not to exceed two per workshop)

Phase II: Submissions – Accepted Proposals (Deadline – Monday, June 1, 2009)

- Bio and photo – limited to 6 lines, Arial font size 10
- Detailed structure of the workshop with time frame for each segment
  - **5 – 10 min for opening and introductions**
  - 20-50 min presentation (15-20 minutes for each presenter, or 40- 50 min for one presenter), and
  - 20-30 minute interactive segment
  - 10 minutes for closing and evaluation
- Detailed description of how a segment of the workshop will be interactive (i.e. role play; small or large group discussions with specific questions for participants to address)
- Workshop strategy to incorporate your theoretical framework and hands-on exercises (when applicable)
- Final PowerPoint and all handouts for the workshop – Note NCTC strives to be ECO friendly, therefore will not produce copies of workshop materials, however will make presentations available electronically. Presenters are welcome to bring their own materials.

Selection Process

The Conference Content Development Team will review and select presenters based on: 1) the applicability of the subject in the fields of community-based tax preparation, financial services, leadership development, and advocacy in tax/savings policy; 2) the theoretical framework and/or practical application of the presentation; and 3) the planned interaction with workshop participants. A blind review (reviewers will not know the author's identity) by the planning committee will be conducted. Selection is based on innovation, technical merit, theoretical framework (if applicable), clarity, and relevance to the conference theme. For information, contact Jackie Lynn Coleman, Co-Coordinator, National Community Tax Coalition at jlcoleman@economicprogress.org.

Selected presenters will be notified by Monday, April 20, 2009. Final materials will be due to the Center for Economic Progress by Monday, June 1, 2009.

Note: Accepted presenters will be eligible for a reduced conference registration fee and will be required to register for the conference in advance. The Center will pay for one day of hotel accommodations for one presenter per accepted submission.

Submit Materials:

Phase I: Initial proposal submissions must be made by email to Catherine Ro, Project Manager, at cro@economicprogress.org. We will send you an email acknowledgement, so remember to provide a valid email address.

Questions, Contact:

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