

2010 Canada CAREER WEEK FAIR

CALL FOR PRESENTERS

The 2010 Canada Career Week Fair is seeking Presentations and Workshops for the Main Stage. The Canada Career Week Fair is the largest and most comprehensive career information and job fair in Alberta. Approximately 175 companies and organizations, and **10,000+ attendees are expected at the 2010 event.**

The 2010 Canada Career Week Fair takes place on Friday November 19th and Saturday November 20th 2010, at Edmonton Expo Centre, Edmonton, Alberta. For more information, please visit www.canadacareerfairedmonton.com.

PRESENTATION AND WORKSHOP CRITERIA

The objective of the Canada Career Week Fair Main Stage is to bring career information and job skills 'to life'. Your company and/or presenter will be given credit as the presenting organization in the Official Show Guide, on the Canada Career Week Fair website, and other printed schedules.

Consideration in the selection of Workshops and Presentations for the Canada Career Week Fair Main Stage include:

- Learning outcomes consistent with the vision of the Canada Career Week Fair
- Unique or under-represented topics or career paths of interest to the general audience
- Interactivity and visual interest of the Presentation or Workshop
- Relevance to audience
- Willingness of the presenter to provide information / solutions without positioning themselves as the 'sole source'
- Expertise and reliability of the presenter

Presentations can be made by an individual or group, and can be personal stories such as "*How I became a professional ____*", or, "*What I do as a ____ in the ____ industry.*" Presentations also include demonstrations of specific job related skills, and career related information sessions such as "*Careers for Older Workers*", or "*How to start your career in the ____ industry*".

Workshops can be delivered by an individual or group and are an interactive learning opportunity for the audience. Topics could range from career and job skills (such as resume writing, and interview skills) to learning the basics of a computer program. Facilitated panel discussions would also be included in this category.

The Canada Career Week Fair provides general Audio Visual support for presentations and workshops . AV support includes: two microphones, computer for power-point, DVDs, or CDs, LCD projector and large over head screen. A technician is also available to assist in running your presentation.

HOW TO SUBMIT YOUR PRESENTATION or WORKSHOP

1. Please forward your suggestions on the form provided below to clare@curriecom.com or via fax to 780.486.0285 by **August 25th, 2010**. You may submit up to two ideas (each on a separate form). The CCWF Advisory Committee thanks you for your interest and suggestions, and will be making a selection from entries in early September 2010.
2. You may have a number of co- presenters, but PLEASE LIST ONLY ONE PERSON AS THE CONTACT. All information and communications from the Fair Producer will be sent to that contact person, for them to distribute to other individuals involved.
3. By submitting your presentation for consideration, it is understood that if accepted you are committed to present and to participate as proposed, and are available on either or both of the two days of the Fair, as determined by the Fair Producer.
4. Selected presenters will be contacted by the Fair Producer by mid September, and will receive an email advising of their acceptance and the time and date of their presentation.
5. The Fair Producer may ask for additional information required to properly promote the presentation or workshop, and reserves the right to replace any presentation or workshop if the contact person does not respond to requests in a timely manner. The Fair Producer reserves the right to edit descriptions, biographies or other promotional material as needed, and will advise the contact person of any such edits.
6. The CCWF Advisory Committee may choose more than one presentation or workshop from a single respondent; this will be decided on a case-by-case basis given the number of presenting opportunities available, and the scope of topics.
7. The Canada Career Week Fair is a non-profit event. Presenters of Main Stage Presentations and Workshops are not provided with any fees, and are responsible for any and all of their expenses associated with presenting at the Canada Career Week Fair including but not limited to: travel, accommodation, shipping, internet access, and photocopying. Audio visual services will be provided as described above. Admission and Parking is free.
8. Questions concerning this Call for Presenters, should be addressed to Clare Denman, Fair Producer at clare@curriecom.com , telephone 780.413.9570. Thank you for your interest in the 2010 Canada Career Week Fair.

CALL for PRESENTERS

Please return completed form **by August 25, 2010**
to clare@curriecom.com or fax to 780.486.0285

2010
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PLEASE PRINT CLEARLY

PROPONENT INFORMATION

Organization: _____

Contact Person: _____

Phone Number: _____ **Cell /Alternative Number** _____

Email: _____ **Website:** _____

SUMMARY

Title of your Presentation *(Please do not use your company name in the title):*

One or Two Sentence Description *(this would be used for promotion):*

Presentation Length *(must be between 10 minutes and 60 minutes):* _____

Is this best described as *(see descriptions above)* a: **Presentation** or **Workshop** (mini-class)?

What audio or visual support or props does your presentation require?

Please provide any additional information or details about your topic or presentation style:

Thank you for your time and work in responding to the 2010 CALL for PRESENTERS. Please return your completed proposal **by August 25, 2010** to clare@curriecom.com or fax to 780.486.0285.

Office Use Only
