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Dear Colleagues,

On behalf of the National Association of Catholic Chaplains (NACC), I invite you to submit an application to lead a workshop for the upcoming 2019 NACC Conference, May 31 – June 3, 2019. The conference will be held in the Conference Center at the University of St. Mary of the Lake in Mundelein, IL.

Our conference theme is “*Partners in Pastoral Care: Continuing the Healing Ministry of Jesus in the Name of the Church.*”

In May/June 2019, Chaplains and those serving in varied ways in pastoral care from across the nation, Canada, and beyond, will gather in Mundelein, IL, to be energized, supported, challenged and transformed personally and professionally. This year’s conference theme “*Partners in Pastoral Care*” will provide the opportunity for each person to:

- Be inspired and supported in their own particular ministry,
- Receive specialized sessions in their own area of ministry,
- Network with other pastoral care providers in health care, parish, correctional, and other ministry settings,
- Be exposed to diverse resources to improve their ministry.

The 2019 conference will also allow participants to celebrate the Eucharist and other liturgical services along with the opportunity to enjoy the beautiful environs of the St. Mary of the Lake campus.

Join us and your pastoral care colleagues in Mundelein as we continue the collaboration in the Church and extending the reach of Catholic pastoral care.

Attached you will find an application for pre-conference workshops and 90-minute workshops. Before completing the proposal form, please be sure to review the submission guidelines. Once completed, workshop proposal forms should be emailed to the NACC National Office to Andris Kursietis at akursietis@nacc.org, by November 2, 2018.

This conference promises to be rich and memorable, with the gift of the presence of friends, mentors and colleagues old and new. We welcome the addition of the gift of your presence as a workshop presenter.

Sincerely,

2019 Conference Planning Task Force
National Association of Catholic Chaplains

NATIONAL ASSOCIATION OF CATHOLIC CHAPLAINS
PRE-CONFERENCE AND 90-MINUTE
WORKSHOP APPLICATION
Friday, May 31, 2019 – Monday, June 3, 2019

SUBMISSION GUIDELINES

Important Dates:

Friday, November 2, 2018	Deadline for receipt of workshop applications
By Wednesday, November 28, 2018	Email notification of acceptance or declination
Friday, December 7, 2018	NACC to email official workshop presenter agreements
Friday, January 4, 2019	Signed presenter agreements due to NACC national office
Friday, March 1, 2019	Workshop plan (agenda) due to NACC national office
Friday, April 5, 2019	Electronic presentation handouts due to NACC national office

Cancellation Policy:

Once a workshop has been accepted and listed on the NACC website, it imposes a serious burden to cancel it. Please do not submit a proposal if you are uncertain that you will be able to fulfill your obligation to organize and conduct the session at the agreed upon time.

Topic Suggestions:

We seek workshop proposals which:

- Highlight collaboration with other ministries of the church
- Promote and educate on the work of parish-related ministries
- Include time for integrative conversation/reflection on “how is this applicable to my ministry?”
- Show collaboration with interdisciplinary partners
- Are research or pilot projects testing new services in new settings
- Offer quality improvement processes for spiritual care
- Include staffing models to address needs beyond acute care settings
- Help associates reflect on their work as ministry and foster resilience in their work settings
- Offer ways to reflect on, and deepen, one’s call to ministry
- Provide programs/approaches to advance the ministry of chaplains
- Reflect the theme of the conference

Presenter Incentives:

Pre-Conference Workshop (*Thursday, May 30 and Friday, May 31*)

- ✓ Length - 4 hours or 6 hours
- ✓ Honorarium - \$400 (4 hour) or \$600 (6 hour)
- ✓ Conference Registration – Presenter(s) responsible for registration fees
- ✓ Expenses – Presenter(s) responsible for own travel, meals, and lodgings

90-Minute Workshop (*all conference days – Friday, May 31 – Monday, June 3*)

- ✓ Length - 90-minute
- ✓ Honorarium – none offered
- ✓ Conference Registration – 20% off Conference Registration (*excluding registration for day of reflection, preconference workshops, or special events*)
- ✓ Expenses – Presenter(s) responsible for own travel, meals, and lodgings

Presentation Software

The NACC will have audio/visual support for equipment available during the conference for workshop presenters. **It is the responsibility of the workshop presenter to have a working knowledge of their computer and the software** they will utilize for their workshop. **Internet service will be available** in meeting rooms.

Workshop Presentation Materials:

Presentation handouts are the responsibility of the workshop presenter. The NACC requires electronic copies of presentation materials to be submitted before the conference as these materials will be posted on the NACC website so that participants will have the opportunity to download and print materials for workshops (pre-conference and 90-minute) before they travel to the conference. If materials are NOT provided to the NACC by the deadline date of April 5, 2019 (and therefore are NOT included on the NACC website), it is the presenter's responsibility to provide materials at the workshop session during the conference. The NACC is not able to reimburse for/provide any printed materials for pre-conference or 90-minute workshops.

Workshop Development:

Workshop Presenters will be asked to prepare a workshop plan (agenda) that provides a sense of the content and process that will be used for the workshop. This agenda will be due for submission to the NACC National Office by March 1, 2019. With the goal of helping our presenters to be successful in their workshop, our Conference Planning Task force will review the agenda and will provide consultation as needed.

Introduction Text:

Workshop Presenters will be asked to submit one to two paragraphs of introductory text to the NACC National Office. This text will be used by a volunteer to introduce the workshop presenter(s) to the workshop participants. The introductory text is to be submitted with the signed presenter agreements.

Submission Method:

All Workshop Applications must be submitted electronically. One copy of the Workshop Information Form is sufficient for each workshop. Please submit all information for presenter(s) and workshop in one email packet. Note: the workshop application text fields will automatically expand as you type. Use your tab key or mouse to move from one field to the next.

Completed Workshop Applications should be emailed to Andris Kursietis, Administrative Specialist/ Education Programs (akursietis@nacc.org) by November 2, 2018 to be considered. When emailing, please note in the subject line the following: 2019 Workshop Application – LAST NAME, FIRST NAME.

Questions:

If you have any questions or need more information, please contact the NACC National Office via email akursietis@nacc.org or by calling us at (414) 483-4898.