

REQUEST FOR PROPOSALS

DEADLINE IS NOVEMBER 25, 2009

**FOR THE
SEVENTEENTH ANNUAL NORTHWEST
DISPUTE RESOLUTION CONFERENCE**

**April 30 – May 1, 2010
MARK YOUR CALENDAR, NOW!**

If you would like additional copies of this Request for Proposal for your group or colleagues, please visit the Conference website at www.mediate.com/nwadr or contact Kathy Kline at the University of Washington, Continuing Legal Education Office, 206-543-8881 or via e-mail at kkline@u.washington.edu. Request for Proposal is available in brochure, Internet and e-mail (.pdf file) formats.

REQUEST FOR PROPOSALS -- DEADLINE IS NOVEMBER 25, 2009

SEVENTEENTH ANNUAL NORTHWEST DISPUTE RESOLUTION CONFERENCE

Friday, April 30, 2010; 1:30 p.m. - 6:30 p.m.

Saturday, May 1, 2010; 8:30 a.m. - 5 p.m.

University of Washington School of Law, William H. Gates Hall
Seattle, Washington

The University of Washington School of Law, the Alternative Dispute Resolution Section of the Washington State Bar, the Alternative Dispute Resolution Section of the King County Bar, the Washington Mediation Association and Resolution Washington request your participation in the Seventeenth Annual Northwest Dispute Resolution Conference. This Request for Proposal process is intended to encourage a broad and diverse community to present at this conference. The conference is designed for ADR practitioners and others interested in learning more about conflict resolution. Attendees include mediators, arbitrators, attorneys, government representatives, human resources personnel, advocates, ombudsmen and counselors. The conference will be held at the University of Washington School of Law, William H. Gates Hall, in Seattle.

Participants desire sessions that offer exercises and interaction and minimize the lecture approach. We encourage proposals that emphasize active learning, "how to" sessions, role plays, case studies and time for group discussion.

REQUIREMENTS FOR PROPOSALS

The Conference Committee welcomes proposals on all DR topics. Past conferences have included topics such as the mediator's persuasive tools, evaluating body language, arbitration training, marketing your ADR practice, skills for transformative mediation, mediating on line, large group facilitation, using humor in mediation, ADR in the federal courts, power balancing in divorce mediation, mediation across cultures, communication theories, ADR in child protection cases, the workplace, victim-offender mediation, and peer mediation programs in schools. We welcome and encourage creative, innovative proposals!

Sessions may range from 50 minutes to two hours in length. Our goal is to incorporate as many proposals as possible. We appreciate your flexibility as we assign time slots. Occasionally we offer the same session more than one time. Please let us know if you would be willing to repeat your session if requested.

SUBMISSION OF PROPOSALS

Please submit your proposal in the following form, describing the session you are interested in presenting. Please be specific as to content and delivery. You may attach one to two additional pages, in addition to the following information.

1. **Presenters:** Give full name, address and telephone numbers for all presenters, and previous training experience.

Name(s) (Designate who is coordinator.)
Address(es)
Telephone, FAX numbers, e-mail

Please submit a **one-page resume** for each presenter, including previous training. If you have never presented at our conference before, it would be helpful for you to provide two references who have seen you present, with contact information. **Sessions are limited to three presenters.** For any session involving more than one presenter, one individual should be designated moderator or coordinator. Coordinators will be responsible for organizing, introducing and facilitating their sessions. The coordinator of each session will be expected to furnish practical, written materials for the Conference Notebook. Up to three presenters from each session will have their conference registration fee reduced.

2. **Descriptive Title and Short Program Description (no more than 50 words)*:**

Please provide us with three alternative titles that capture your subject and an approximately 50-word description of your program. If accepted, one of these titles and description may be used in conference materials. **If necessary to explain your proposal, you may include a more detailed description. If relevant, also indicate whether your program is basic, intermediate or advanced.*

3. **Time Parameters:**

Please specify the **minimum, maximum** and **optimum** amount of time you will require for your presentation. The length of the sessions may be 50, 75, 90 or 120 minutes in length. You may be requested to adjust your program to fit our conference schedule. **Please indicate if you are willing to offer your presentation more than once during the conference.**

4. **Presentation Style:**

Please describe with specificity your teaching style and time you will dedicate to that style. Example: I would spend 10-15% of my time giving information, while using overheads. I will spend 25-40% of my time drawing information from the attendees around central questions and issues under discussion. My co-trainer will lead an interactive exercise (role-play of a negotiation for all participants to role-play) for 35-40% of the time. We will allow another 10-15% of our time for questions and answers at the end.

5. **IT Equipment:**

Please describe your audio/visual equipment or computer software requirements for your presentation.

6. **Written Materials:**

Please describe your proposed written materials. If your proposal is accepted, your written materials will be included in the Conference Notebook and **must** include a 50-200 word biography of each presenter and an outline of your presentation. You are encouraged to include other written materials. All written materials must not exceed 12 pages.

NOTIFICATION OF SELECTION

Once proposals are received (**by Wednesday, November 25, 2009**), they will be reviewed and selection of specific proposals and presenters for the conference will occur. The DR Conference Committee will notify all submitting parties of their participation status by early January 2010.

SEND YOUR PROPOSAL BY E-MAIL TO:

kkline@u.washington.edu

NOTE: YOUR E-MAIL SUBJECT LINE MUST READ: "DR CONFERENCE RFP"*

*If you don't have e-mail access faxes will be accepted at 206-685-3929. Please send faxes to the attention of Kathy Kline.

PROPOSALS MUST BE RECEIVED BY NOVEMBER 25, 2009

*For further information, you may contact Julia Gold, 206-543-3434, Nancy Highness 425-883-3928, or Kathy Kline, 206-543-8881. Visit our Conference website at www.mediate.com/nwadr. We look forward to seeing you at the Seventeenth Annual Northwest Alternative Dispute Resolution Conference on April 30 – May 1, 2010!

Nancy Highness
Conference Co-Chair

Julia Gold
Conference Co-Chair