

Call for Proposals

for the 16th Annual Health Work & Wellness™ Conference 2012



VANCOUVER, BC **OCTOBER 2012**

Proposal Deadline Date: November 21, 2011
Submit online from October 21 – November 21, 2011
Watch website for details

ABOUT THE CONFERENCE

The Health Work & Wellness™ Conference is Canada's leading conference on building a better workplace. For over 15 years, the Health Work & Wellness™ Group has been bringing together the organizational health community in North America with guests from around the world to share the latest concepts in workplace health. At this forum, delegates discuss cutting-edge concepts and emerging trends affecting the workplace as well as real stories from Canadian and International organizations. The Conference is for business leaders at all levels wanting to create healthy change for better business performance.

One of the major strengths of the Health Work & Wellness™ Conference is its independence and integrity: it attracts sponsors from across the organizational health and wellness spectrum; it offers keynote speakers who are not beholden to sponsors; and it presents workshop facilitators with diverse approaches to dealing with organizational and healthy business issues.

WHO ATTENDS?

- Leaders of organizations who want to create and maintain a healthy team and workplace culture as part of their business strategy.
- Individuals with specific responsibility for organizational health who are seeking to strengthen their workplace culture.
- Business leaders, human resources professionals, organizational development specialists, healthcare managers, researchers, health & safety specialists, benefit consultants, group life insurance managers, management consultants, educators, government policy makers, health & wellness practitioners.



Our Mission

Creating extraordinary workplaces by developing extraordinary people.

Our Vision

To see healthy organizations become 'the expected' versus 'the extraordinary'.

Our Purpose

Creating a better place to work.

Our Principles

The focus of the Health Work & Wellness™ Conference is on the fundamentals of organizational health versus personal health management. We have emphasized the importance of workplace culture, leadership and the psychosocial environment in creating healthy business results. We developed the following model through scanning the literature to determine the most important aspects of workplace health. This model provides the philosophy that is promoted through the conference, and by which we work.



CONFERENCE 2012 OVERVIEW

We are accepting proposals from potential speakers to address three emerging organizational health challenges. These three challenges will form distinct, but related, streams of presentations for Conference 2012:

STREAM 1: Transforming Complex Change

Maintaining a high performing workplace culture is challenging at the best of times, let alone when employee demographics are undergoing a major shift. According to the 2006 Canadian census, the first wave of baby boomers is reaching retirement age. With the average age of retirement currently at 61.2 years old, between 15-40% of the workforce is predicted to retire in the next five years. This could lead to dramatic changes in workplace culture. One of the challenges of today's workplace managers is how to keep pace with complex changes such as the baby boomer demographic reaching retirement. Maintaining a high performing and healthy environment through this shift is a major challenge – we are seeking proposals from organizations that are succeeding.

STREAM 2: Healthy minds

A second challenge in today's workplace is human and organizational resilience. Tony Schwartz of the Energy Project, wrote recently in the Harvard Business Review that the modern world's expectation of a 24/7 work schedule has a negative impact on our work performance and contributes to mental health issues such as burnout and depression (1). As well, research from the USA has shown a relationship between poor management and lower sleep levels (2). In North America we place a low priority on work-life balance even though research shows that the consequence of this imbalance (lack of sleep for example) has far-reaching negative health effects both for our physical health and, as mentioned above, our mental health. It is becoming obvious that to function productively – both personally and organizationally – we need to change the way we work. In this stream, we are seeking proposals on new research and concepts to promote healthy minds, resilience and emotional intelligence within the workplace. Proposals outlining case studies or success stories of organizations that are tackling this challenge and succeeding are especially welcome.

STREAM 3: The Leadership Toolbox

Challenges in the modern workplace include rapid change and a diverse work force leading to heightened anxiety about changing workplace norms. According to the Harvard Business Review's Lauren Keller Johnson, forward-thinking leaders are adding new skills to their management toolbox such as rapid adaptation, strategic thinking and emotionally sensitive communication to help deal with these challenges (3). These new skills not only help employees stay well, but also create an environment where employees can excel. Proposals are being sought that will help leaders understand and develop the skills necessary to create a high-performance environment in the modern workplace. Topics of interest include: emotional intelligence, rapid change, and wellness strategies.

References:

- 1) <http://blogs.hbr.org/schwartz/2011/07/is-the-life-youre-living-worth.html>
- 2) <http://psycnet.apa.org/index.cfm?fa=buy.optionToBuy&id=2010-13667-009>
- 3) <http://hbr.org/product/helping-employees-cope-with-change-in-an-anxious-e/an/U0812C-PDFENG?N=4294935060&Ntt=change>

HOW TO SUBMIT YOUR PROPOSAL – *Please read prior to submitting*

All proposal submissions must be made online from October 21 to November 21, 2011.

Visit www.healthworkandwellness.com for link to submission site. Please ensure you have read the checklist below before proceeding to the submissions page.

Please ensure you have read the checklist below before proceeding to the submissions page. ***These items are ALL mandatory fields and will be required in order to consider your proposal. Adjustments to submissions will not be accepted therefore please ensure all of your information is correct before pressing the submit button.***

- 1. **Information detailed on the last two pages of this document:** for the main presenter and co-presenter/s (if applicable). Should you be having a co-presenter(s), please ensure you have obtained all pictures required for the submission.
- 2. **Detailed Explanation/Outline of Session:** Explain what will be covered in the session and outline how it will be covered (*2000-word maximum*)
- 3. **Presenter and co-presenters biographies:** Name, title, company name, background, education and experience related to the topic. For use in conference promotions, in the conference brochure and online on the Health Work and Wellness™ website. (*800-word maximum*)
- 4. **Session Summary for Brochure:** A 100-word summary of your presentation that can be used in conference promotions, in the conference brochure and online on the Health Work and Wellness™ website.
- 5. **Colour head and shoulder photo** (2" w x 3" h): Of yourself and other co-presenters (if applicable); ***the picture must be a high-resolution .jpg or .tif file, 300 dpi or higher.*** The name of this file should be your first and last name.

All proposals must be received by Monday, November 21, 2011, 5 PM Pacific Time.

Please Note: There will be no extensions to the submission deadline. Any proposals received after 5 PM Pacific Time will not be considered for the review process. You will receive an email receipt when your submission is received. If you do not receive a receipt please contact us at workwell@healthworkandwellness.com.

TO INCREASE YOUR CHANCES OF HAVING A PROPOSAL CONSIDERED, PLEASE CONSIDER THE FOLLOWING TIPS:

- More information on the volunteer Program Committee who is responsible for evaluating all submissions can be found here: <http://healthworkandwellness.com/conference/about/program-committee>
- The Program Committee will not consider packaged presentations, brochures or portfolios. Only original proposals will be considered.
- You must have significant experience in organizational health and in the stream of presentations to which you are submitting.
- Proposals must address the broad goals of the conference (e.g. creating a better workplace), and fit specifically with one of the three presentation streams.
- Well-designed workshops will indicate clearly in the proposal how the session will feature at least 50% interactive work, be collaborative and use a discovery model of learning versus a lecture style.
- Please be prepared to facilitate 1-2 sessions during the conference.
- Company examples and success stories should be included.
- Proposals must be clear, concise and well referenced.
- Presenters must be able to provide detailed information on their session, including handouts, well in advance (i.e. 4 months) of the conference for promotional purposes.
- Presenters must be willing and available for media interviews to help promote the conference and their particular area of expertise.
- Submitting one proposal to qualify for more than one format or stream is not encouraged.
 - If you wish to apply for more than one format, please ensure there is enough content to cover the time outlined under each format.
 - Although inter-related, each stream is specific in nature and requires separate proposal(s).

REVIEW PROCESS

TIMELINE

A Program Committee consisting of volunteers involved in research and practice of organizational health will review the submissions.

- **Monday, November 21, 2011 5PM (PST):** deadline for submissions
- **Monday, January 30th, 2012:** you will be notified of the committee's decision with an acceptance or non-acceptance email.

CRITERIA

Each submission received will be rated against the following criteria:

Content (6 points) – how well your presentation fits with the broad goals of the conference (Creating a Better Workplace) and specifically with the stream in which you have chosen to present.

Interaction (4 points) – how you will make the session (at least 50%) interactive and engage the audience; whether the session takes a 'discovery approach' and is 'facilitated' versus 'presented'; types of activities you will use.

Connection to Research (2 points) – how well your session connects back to concrete research and is well referenced.

Excitement, Fun and Inspiration (3 points) – how you plan to facilitate your session in an exciting and fun way and leave the delegates inspired.

Experience of Facilitator (3 points) – your speaking experience; where you have presented; how dynamic and interactive your presentations are; your references; your professional experience relating to the stream of presentations to which you are submitting; speaker coaching you have participated in.

Please see the sample proposal at http://healthworkandwellness.com/wp-content/uploads/Sample_Proposal.pdf for an example of a proposal that meets all of the above criteria.

SPEAKER BENEFITS

TYPE OF PRESENTATION	NUMBER	SPEAKER BENEFITS*
Breakout Seminar (90 minutes)	9	<ul style="list-style-type: none"> • 1 complimentary registration for main speaker • 1 day pass for second speaker • Expenses to a maximum of \$1500 and \$500 honorarium for principal speaker only
Pre or Post-Conference Half-Day Workshop	2-3	<ul style="list-style-type: none"> • 1 complimentary registration • Expenses to a maximum of \$1500 • \$1000 honorarium

An added benefit of speaking at the Health Work & Wellness™ Conference is the **Speaker Coaching Series** that will be available to each accepted speaker. Following the successful series held over the past four years, Health Work & Wellness™ will be offering facilitators teleconference coaching sessions in 2012 with an expert speaking coach at a very reasonable rate.

Please note that the speaker benefits are 'per presentation'. If you choose to bring a second presenter, the expenses and honorarium **will not increase. Second presenters will be eligible for a 1-day complimentary pass for the day of their presentation and will have the opportunity to purchase a 1-day registration for the second day if they wish.*

PROPOSAL APPLICATION AS WILL BE VIEWED ON THE ONLINE SUBMISSIONS PAGE:

**Please ensure that you have considered these sample application pages before beginning the process online.
 Online submission link can be found at www.healthworkandwellness.com/conference/program/call-for-proposals*

Session Title: _____

Format: Breakout Seminar (90 minutes)
 Half-Day Pre-Conference or Post-Conference Workshop

Conference Stream: Transforming Complex Change
 Healthy Minds
 The Leadership Toolbox

PRESENTER INFORMATION (All fields are REQUIRED)

*Please provide **exactly** as you'd like to go on the conference brochure, promotional material and website if your proposal is accepted
 (note that contact details will not be publicized):*

Full Name _____

Credentials* _____
(*must indicate if you do not want any to be shown)

Job Title _____ Company _____

Address _____ City & Province or State _____

Postal/Zip Code & Country _____ Phone _____

Fax _____ Email _____

CO-PRESENTERS

PLEASE NOTE that expenses are budgeted for per "presentation." You are welcome to bring co-presenters with you if you choose, but the fee/expenses will be shared among your group. With that in mind, if you will be including any additional presenters for your workshop please list them below. All correspondence will be forwarded to the primary presenter who will be responsible for communicating with all additional presenters.

Co-presenter 1: _____

Credentials* _____
(*must indicate if you do not want any)

Job Title: _____ Company: _____

Phone: _____ Email: _____

Co-presenter 2: _____

Credentials* _____
(*must indicate if you do not want any)

Job Title: _____ Company: _____

Phone: _____ Email: _____

TARGET AUDIENCE *(a brief description of who would attend your session)*

LEARNING OBJECTIVES

1. _____
2. _____
3. _____

Have you spoken at the Health Work & Wellness™ Conference in the past? Yes No

If so, what year? _____

Have you and/or your co-presenter attended the Speaker Coaching Series put on by the Health Work & Wellness™ Group?

Yes No

Have you had other speaker training or coaching? *(Please describe)* _____

REFERENCES *(Please provide two references for your work as a presenter)*

Reference #1 _____ Job Title _____

Company _____

Phone _____ Email _____

Reference #2 _____ Job Title _____

Company _____

Phone _____ Email _____

QUESTIONS

Email: Deborah Connors, Program Chair at: deb@healthworkandwellness.com

Call: 250.754.9355