



CALL FOR WORKSHOPS

Canadian Evaluation Society Conference 2021

Guidelines for preparing and submitting a proposal to lead a workshop at the 2021 Virtual CES Conference May 3-14, 2021

Conference website: <https://c2021.evaluationcanada.ca/>.

Introduction

The 2021 Conference Organizing Committee is pleased to invite evaluation professionals, members of academia, students, and other potential presenters to submit proposals for a limited number of **workshops** that will contribute to our conference theme and address our new 2021 sub-themes of the pandemic and marginalization. (Note: Many of the workshops previously approved for the CES 2020 conference, that was postponed due to the pandemic, have already been confirmed for virtual delivery as part of our 2021 conference.)

The conference will be held online May 10, 12 and 14, 2021. Pre-conference workshops will be held throughout the week of **Monday, May 3 to Friday May 7, 2021**. There is a separate call for presentations available on the conference website.

Conference Theme

The conference theme is: "Evaluation Utilization: Achieving our Potential?". The 2021 CES Conference will explore the world of evaluation utilization through five sub-themes by first **positioning it** (what is it? is it a priority?), then by **achieving it** (how is it achieved? how do we know it has been achieved?), by **questioning it** (whose utilization?), by analyzing the impact of the COVID-19 **pandemic** on utilization, and discussing the interactions between utilization and **marginalization**. While we are open to proposals on all sub-themes, we are particularly interested in workshop proposals related to the pandemic and marginalization, as the workshops previously approved for the 2020 conference address the other themes. More information on the theme and sub-themes is available on the Conference website.

Call for Workshops

The pre-conference workshops will offer training to participants to develop, reinforce and advance their CES competencies. The content must, therefore, reflect current and relevant issues in evaluation practice.

With this in mind, any professional, professor, or practitioner, Canadian or from abroad, is invited to submit a relevant, original, and innovative proposal.



Workshop Dates and Times. Workshops will be held from **Monday, May 3 to Friday to May 7, 2021** and will be delivered in the language of submission (English or French). Simultaneous translation will not be offered for workshops. Workshops can be

- 1 half day (3.5 hours with a half hour break)
- 2 half days (two 3.5 hour sessions delivered over 2 subsequent days for a total of 7 hours)

To accommodate participants in different time zones, the workshops will be held at the following times.

- Morning: 11:00 am - 2:30 pm Eastern time
- Afternoon: 3:00 pm - 6:30 pm Eastern time

Deadline to Submit Workshop Proposals. The deadline to submit workshop proposals is **November 8, 2020** by 11:59 pm PST. As the conference organizing committee is working under a firm deadline policy, **there will be no extension.**

Workshop Proposal Submission Procedure. Workshop proposals can (ONLY) be submitted electronically by visiting the proposal page of the site <https://c2021.evaluationcanada.ca/> .

Proposals do not have to be completed in one sitting. You will have the option of obtaining a passcode to return to your proposal once you are working in the proposal pages.

The proposal form contains a few questions regarding socio-cultural self-identification. More information can be found on the conference website under Equity, Diversity and Inclusion.

Note: Be sure to complete all fields in your electronic submission as **incomplete proposals will not be reviewed.** Carefully review and edit your responses prior to submitting your completed proposal. The committee reserves the right to contact presenters to obtain more information or suggest modifications to proposals.

Sample Workshop Proposal. Please refer to this [sample proposal](#) for an overview of the workshop proposal submission form.

Cultural Appropriation. As part of CES' and C2021's commitment to promoting diversity, supporting inclusion and building equity through peer-to-peer learning, we are, for the first time, asking anyone submitting a proposal (workshop, paper) to become more aware of what constitutes cultural appropriation, by reviewing a dedicated webpage on the conference website. In the submission form, applicants will be asked to declare that the workshop leaders(s) or presenters(s) have reflected on the contents of their submission and believe they are not engaging in cultural appropriation.

Selection Criteria for Workshop. An independent review committee will rate the submitted proposals according to the following criteria:

Criteria	Weight
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Relevance the 2021 conference theme, sub-themes, and a specific CES competency or competencies for evaluators.	20
Clarity and feasibility of workshop goals and learning objectives	20
Clarity and feasibility of online teaching/learning strategies	20
Workshop facilitators' expertise and experience in (a) the subject matter (15 points) and (b) facilitation (15 points)	30
Overall quality of the proposal	10
Bonus for Credentialed Evaluator (CE) designation	5 extra points

Those who submit proposals can expect to be notified whether their proposals have been accepted on **December 6, 2020**.

Workshop Topics

We invite workshops at the beginner, intermediate and advanced level. We are also interested in having workshops that link to the conference theme of "Evaluation utilization: achieving our potential?" and, particularly, the sub-themes of the pandemic and marginalization.

Evaluator Competencies. All workshop proposals will **identify the relevant evaluation competency to be addressed based on the competencies** set out by the Canadian Evaluation Society for the professional designation program. The five competency domains include:

- **Reflective Practice:** focuses on the fundamental norms and values underlying evaluation practice and awareness of one's evaluation expertise and needs for growth.
- **Technical Practice:** focuses on the specialized aspects of evaluation, such as design, data collection, analysis, interpretation and reporting.
- **Situational Practice:** focuses on the application of evaluative thinking in analyzing and attending to the unique interests, issues, and contextual circumstances in which evaluation skills are being applied.
- **Management Practice:** focuses on the process of managing a project/evaluation, such as budgeting, coordinating resources and supervising.
- **Interpersonal Practice:** focuses on people skills, such as communication, negotiation, conflict resolution, collaboration, and diversity.

For more information on competencies go to:

<https://evaluationcanada.ca/competencies-canadian-evaluators>

Compensation

Recognizing the work involved in planning and delivering a virtual workshop, CES will offer:

- For facilitating a half-day workshop: 100% reduced registration fee for the CES 2021 conference for one participant.
- For facilitating a workshop over two half-days: 100% reduced registration fee for the CES 2021 conference for two participants.



Note workshop facilitators may name designates to receive the registration(s) if they are unable to attend the conference or prefer to pass the opportunity on to another.

Please let us know if you have no need for the registration fee waiver.

Support for on-line delivery

- C2021 will provide presenters with a free, world-class workshop on how to successfully deliver workshops online.
- C2021 will also provide training sessions on how to use the Zoom video conferencing tool we plan to use for workshop delivery.
- Presenters will be responsible for managing their workshops and should consider having a co-presenter or an assistant to support online delivery (e.g., to manage polls, chats, breakout rooms for small group discussion, learning quizzes).
- During the workshop, presenters will have access to an IT support desk for any needed troubleshooting support.

Contact Information

The Conference Program Committee will be available to provide guidance and answer questions. Facilitators will be informed on December 6, 2020 on whether their workshop proposal has been accepted. You will be expected to confirm your participation in the conference within 10 days of acceptance. Once you have confirmed participation, we will inform you of the deadline to provide workshop materials (agendas, deck presentations, case studies, etc.).

Any questions regarding the workshop proposal submission process should be forwarded to the conference Workshop Working Group at the following address:

c2021workshops@evaluationcanada.ca