

# CALL FOR PROPOSALS GUIDING INFORMATION

*This document provides guidance on how to help submit a strong proposal*

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Begin your submission [here](#)

All submissions must be completed by **Wednesday, April 23, 2025**

**Monday, April 21, 2025 12:00 PM**

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# TIMELINE OF DELIVERABLES

Deliverable	Deadline
Open Call for Proposals	Monday, February 10
Close Call for Proposals	<del>Wednesday, March 12</del> <b>Monday, April 21</b>
Review and Selection by Planning Committee	Completed by <del>Wednesday, March 19</del> <b>Wednesday, April 30</b>
Notification to Accepted Presenters	By <del>Friday, April 18</del> <b>Friday, May 16</b>
Presenter Training	Wednesday, August 20, 3:00 PM EDT
All Session Titles finalized by	Friday, September 19
All Materials Due to APHSA Events Team	Friday, September 26
First Day of Event	Sunday, October 19

# INTENT FOR THE EVENT AND CALL FOR PROPOSALS

At the annual PHSA Education Conference produced by the American Public Human Services Association (APHSA), legal leaders from state, county, city, tribal, territorial, and federal human services agencies join industry professionals in learning about the latest legal trends. The PHSA conference is hosted by the APHSA affinity group, which is focused on the legal components of government human services: the Public Human Services Attorneys (PHSA) Affinity Group.

This conference showcases innovative approaches to the design and delivery of state, county, city, tribal, and territorial human services at the intersection of legal compliance, policy, and practice. There is also a focus on important legal topics in the larger realm of human services, with the ability for attendees to obtain all their annual continuing legal education (CLE) units, including ethics. This conference offers unparalleled opportunities for learning, peer networking, experiencing hands-on demonstrations of solutions, and connecting with a wide array of committed partners and organizations, all working toward a shared vision: Thriving Communities Built on Human Potential.

## Call for Proposals:

Human services encompass a vast array of services – Medicaid, child welfare, family services, SNAP/TANF, public health, mental health, intellectual and developmental disabilities, corrections/justice-based programming and more. The 2025 PHSA Education Conference Planning Committee is seeking proposals and presentations under any of these broad topics and related subjects (such as AI, data sharing, etc.). We encourage content from state, county, city, tribal, and territorial government agencies, community-based organizations, and private sector organizations that deliver important programs and services through innovative solutions. Be creative! We're looking for hot topics, new and innovative ideas, presentations more focused on niche areas, roundtables, discussion-based presentations, and more learning-based presentations. We're open to all ideas!

# INFORMATION ON PROGRAM AREAS

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- Within the program areas on **slide 6**, the PHSA Education Conference is interested in proposals that have practical application to advancing legal matters in human services for their constituents.
  - This is not an exhaustive list. If your proposal's program area is not listed, select "Other" and enter the program area in the corresponding text box.
- The proposal should address
  - Innovative, evidence-based, best or promising practices or important foundational content
  - Which program it will highlight (e.g., Medicaid, child welfare, ethics, SNAP, TANF, juvenile justice, long term care, etc.)
- The content being offered should reflect the current landscape of agencies and the communities they serve.
- Content which provides continuing legal education (CLE) units is important.

PHSA WELCOMES PROPOSALS AND PRESENTATIONS FROM A WIDE RANGE OF PROGRAM AREAS, INCLUDING:

Update!

- Behavioral Disorder
- Child Welfare Care
- Contract Delivery Strategies
- Cyber/Data
- Development
- Early Intervention
- Elder Justice
- Ethics
- Family Services
- Federal Funding

We are seeking presentations that showcase the following topic areas:

- Child Support
- Child Care
- People with disabilities and supported employment
- Mandated reporters and registries
- Potential pitfalls to privilege
- Government attorney best practices
- Leadership in government law offices
- Managing a government law office
- Best practices in training new human services attorneys

General (OIG)

and Grant

of Health (e.g.,  
Medicaid, Food Security)

Law (including AI)

Education and  
Technology

*This is not an exhaustive list. If your proposal's program area is not listed, select "Other" and enter the program area in the corresponding text box.*

# DEFINITIONS

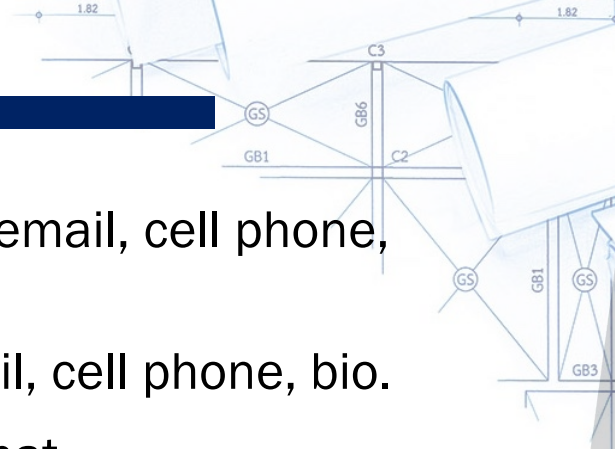
Session Type	Definition	Notes
Panel Presentation	<ul style="list-style-type: none"><li>• A structured discussion format in which a group of experts share their perspectives, insights, and expertise on a particular subject.</li><li>• Panel sessions typically involve moderated conversations, Q&amp;A sessions, and audience interactions that offer participants a comprehensive understanding of the topic through multiple viewpoints.</li></ul>	<ul style="list-style-type: none"><li>• Excellent way to showcase success stories</li><li>• Private sector presenters are strongly encouraged to have state or local client present with them</li><li>• A panel should have no more than four speakers, including a moderator.</li></ul>
Workshop Session	<ul style="list-style-type: none"><li>• Following a short presentation, session will engage and interact with participants.</li><li>• A workshop is a collaborative and interactive session where participants engage in hands-on activities, discussions, and exercises to acquire specific skills, knowledge, or practical insights on a particular subject or theme. Workshops aim to foster active learning and skill development through participant involvement and shared experiences.</li></ul>	<ul style="list-style-type: none"><li>• Recommend having a designated facilitator for time tracking</li></ul>
Roundtable Discussion	<ul style="list-style-type: none"><li>• Host a facilitated discussion with subject matter experts (SME) on trending topics impacting the human services sector.</li></ul>	

# WHAT YOU NEED TO START YOUR SUBMISSION

*Gathering this information prior to starting each submission will be helpful*

*All fields marked with a red asterisk (\*) are required*

- Primary presenter's full name, title, organization, email, cell phone, photo, bio.
- Co-presenter(s) full name, title, organization, email, cell phone, bio.
- Session title – no more than 10 words in title format.
- Summary of your session – no more than 350 words.
- APHSA will be offering continuing legal education (CLE) units for approved sessions. All presenters will be required to upload a CV.
- Preferred session time allotment – 60 minutes, 90 minutes, or no preference.
- Learning objectives (e.g., applied learning in an agency)
  - *What will an attendee take away that they can use to guide their work?*





# GETTING STARTED: USE THIS [LINK TO ENTER THE PHSA CALL FOR PROPOSALS PORTAL](#)

**AUTHOR**

**ABSTRACT MANAGEMENT SYSTEM**

Please log in using your email address and the password sent to you via email. If you do not have an account, kindly use the "Need an Account" link to sign up. Please check your spam folder if you do not receive the email with your password, as it may be filtered there. If you encounter any issues, please contact Bravura Support at [support@BravuraTechnologies.com](mailto:support@BravuraTechnologies.com)

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- Click “Sign up here” to create your profile.
- You will receive an email including your username and password.
- Individual emails are required for each presenter.
- You cannot use the same email for all presenters.

**New Submission**

Start here with your submission

Category Sub Category Sub SubCategory Submission Details Add Preview

Select a category

PHSA Education Conference

**Next >**

- Follow each step to complete your proposal submission.
- All fields marked with a red asterisk (\*) are required.
- Click “Next” to proceed to the next step.
- You will have the opportunity to return to the previous screen if you need to make any changes.

Once all required fields are completed, you will be able to complete your submission.  
You can also save your work and come back to edit, as needed, until **Monday, April 21, 2025**.

# QUESTIONS OR NEED ASSISTANCE?

- Throughout the submission process, you will find a “**Technical Support**” button at the top right of the screen.
- Contact the Events Team at [aphsaconferences@aphsa.org](mailto:aphsaconferences@aphsa.org) for questions on content, deadlines, required materials, etc. This email is being monitored by the team and can expect to receive a response within 48 hours (2 business days), Monday-Friday.
- You may also reach out directly to a member of the Events Team:
  - Marie Comito, [mcomito@aphsa.org](mailto:mcomito@aphsa.org)
  - Donna Jarvis-Miller, [djarvis-miller@aphsa.org](mailto:djarvis-miller@aphsa.org)
  - Maurine Jones, [mcjones@aphsa.org](mailto:mcjones@aphsa.org)
- For information on registration, hotel reservations, and other important updates, visit the [PHSA Education Conference website](#).