**26th European Social Services Conference**
**Seville, 28-30 May 2018**

**Workshop proposal form**

*The European Social Services Conference 2018 is organised by the European Social Network (ESN) in association with the Regional Ministry of Equality and Social Policies of the Regional Government of Andalusia.*

*.*

|  |
| --- |
| **IMPORTANT INFORMATION** |
| * To submit a workshop proposal, you need to complete the Workshop Proposal Form and send it to us by:

 **17th November**: proposals submitted in French, Spanish, German and Italian **24th November**: proposals submitted in English * ESN will confirm in writing all accepted and rejected workshops by the **end of**

 **January 2018**.* Please carefully read the **Call for Workshops** guidelinesbefore completing this form.
* Please note that **if a workshop proposal is accepted**, the workshop presenters (2 minimum) indicated must register for the conference and pay the standard applicable conference fee.
* **Kindly note that we will only accept 2 proposals** per organisation.
 |
| **SELECTION CRITERIA** |
|

|  |  |  |
| --- | --- | --- |
| **Workshop content (good practice/service model/project)** | **Essential Criteria** | **Desirable Criteria** |
| The project is original and innovative in an international context | x |  |
| The project is relevant and deliverable to an international audience | x |  |
| The project involves a multi-stakeholder approach | x |  |
| The project is transferable and has the potential to be implemented elsewhere | x |  |
| The project has had an initial evaluation and showed outcomes of success |  | x |
| The project involves a cross-sector and/or cross-border approach |  | x |
| **Workshop format**  | **Essential Criteria** | **Desirable Criteria** |
| The workshop is interactive & engaging | x |  |
| The workshop sets clear goals which can be met within the set timeframe of workshop | x |  |
| The workshop uses visual tools and multi-media to contribute to a dynamic session | x |  |
| The workshop is run by experienced facilitators | x |  |
| The workshop involves the participation of service users |  | x |
| The workshop includes leaders and input from different countries  |  | x |

 |

|  |
| --- |
| **CONTACT DETAILS** |
| **Workshop Leader (main contact person)**  |
| **Name** |       |
| **Job Title** |       |
| **Organisation** |       |
| **Email** |       |
| **Telephone** |       | **Mobile**  |       |
| **Facilitator 1 (minimum of one facilitator)**  |
| **Name** |       |
| **Job Title** |       |
| **Organisation** |       |
| **Email** |       |
| **Telephone** |       | **Mobile**  |       |
| **Facilitator 2** |
| **Name** |       |
| **Job Title** |       |
| **Organisation** |       |
| **Email** |       |
| **Telephone** |       | **Mobile**  |       |

|  |
| --- |
| **DESCRIPTION OF PRACTICE** |
| **Name of practice** |                                     |
| **Organisation(s) responsible for the practice** |                                          |
| **Website of practice***(if applicable)* |                                          |
| **Summary of the practice*****(in max. 500 words)****Please include:**- Please include:**- Where is the initiative taking place (local, region, country)?* - *Who are the people/stakeholders/organisations involved?*- *Target group?* |            |
| **What are the costs and resources needed for implementation?** |                           |
| **What are the objectives of the practice?** |                           |
| **Status**  | [ ]  Pilot project[ ]  Project ongoing[ ]  Project finished |
| **How are service users, carers, family members or citizens engaged in this initiative?** |  |
| **What are the outcomes of the practice?***Please support your answer with some stats and examples* |                           |
| **Has the initiative been evaluated? If so, what instruments were used?** *(e.g. qualitative/quantitative approaches - formal surveys, interviews, informal client/professional feedback)* |                           |
| **What makes this practice original and innovative?** |                           |
| **How transferable is the practice?** *(e.g. transfer to other regions, countries, service user groups, etc.)*  |                                |

|  |
| --- |
| **FORMAT OF THE WORKSHOP** |
| **Workshop stream***Please tick the relevant stream of your workshop* | [ ]  Investing in people-centred services[ ]  Investing in new forms of partnerships [ ]  Investing in the social service workforce[ ]  Investing in technology |
| **Workshop Title** |            |
| **What are the aims of the workshop?***(e.g. what will participants take away from it at the end of the workshop?)* |                           |
| **What are the key shared challenges, issues or opportunities that you want to raise for discussion with other workshop participants?**  |                           |
| **What is your preferred setup to run the workshop and why?** *(e.g. theatre, cabaret, cocktail style?)* |                                          |
| **What previous facilitating/hosting experience do you have?** |                 |
| **How will you structure your workshop?** |                           |
| **What facilitating tools and methods will you use in the workshop to ensure it is both interactive and engaging?** |                                |
| **What visual aids will you use?**  *(e.g. film, interview, PowerPoint, Prezi, social media, etc.)?* |                      |
| **How will you collect the information that the participants share****during the workshop?** |                                |

|  |
| --- |
| **LANGUAGE OF THE WORKSHOP**  |
| Language in which your workshop will be presented:[ ] English [ ]  Français [ ]  Deutsch [ ]  Italiano [ ]  Español |
| **DECLARATION**  |
| * If my workshop is selected, I can confirm that **my delegate fee, travel and hotel costs and those of my co-presenter(s) will be funded by my organisation.**
 |
| **Please sign or type** | **Name:** **Date:**   |
| **Please send completed form in a Microsoft Word document to the EUROPEAN SOCIAL NETWORK by e-mail to:** **conference@esn-eu.org** |