

#2023GRSummit Workshop Proposal Guide

Workshop proposals must be submitted by 11:59 p.m. on Monday, April 3, 2023, at www.grandrapidsmi.gov/summit.

What is #2023GRSummit?

The Grand Rapids Neighborhood Summit is a transformational day-long learning experience centered around Summit's core values of resident voice and racial equity. Summit brings Grand Rapids residents and stakeholders together to learn, strategize and connect to strengthen neighborhoods and belonging in community, with the overall goal to make Grand Rapids a more equitable place to live, work and play.

This year's theme is ***Your City, Your Voice: Co-Creating Belonging*** with workshops to align with topics of belonging and inclusion, local efforts and promising practices that advance justice and/or social cohesion, and community collaboration to address issues affecting our City. This theme was inspired in part by our community's desire to have our voices heard and work together to create sustained change.

Summit continues to be one of the most diverse learning events in Grand Rapids across race, ethnicity, gender identity, and age, and appreciation for this inclusive space consistently ranks as one of the top themes of event evaluations each year. Summit brings people together from all walks of life, lived experience, 33 neighborhoods and from so many different sectors ranging from corporations to grassroots movements, from early childhood to higher education, from government and business to nonprofits.

Another theme of evaluations is appreciation of the positive & welcoming vibe throughout the day! We are excited to build upon this energy and diversity in 2023, and host approximately 400 in-person attendees. Additional highlights include Spanish workshops, childcare for infants to five-year-olds, Kids Summit for six- to 12-year-olds, a teen workshop track for those age 13 years of age and older, and a celebration at Roberto Clemente Park immediately following Summit featuring BIPOC Night Market, music, refreshments, and appetizers.

Grand Rapids Neighborhood Summit
Saturday, May 20, 2023
8 a.m. to 4 p.m.
GRCC Leslie E. Tassel M-TEC

Community Celebration featuring BIPOC Night Market
immediately following until 7 p.m.
at Roberto Clemente Park



Tentative Schedule for Saturday, May 20, 2023

- 8:00 a.m. Check-In, Community Resource Tables, Breakfast snacks
- 9:00 a.m. Opening Anishinaabe Presentation and Welcome; Overview of Day
- 9:45 a.m. Keynote Presentation
- 10:30 – 11:30 a.m. Workshops
- 11:30 a.m. Lunch, Community Resource Tables & Activities
- 12:30 p.m. – 1:30 p.m. Workshops
- 1:45 – 2:45 p.m. Workshops
- 3:00 p.m. Resident Leadership Recognition, Raffles and Closing Remarks
- 3:45 p.m. Closing Anishinaabe Presentation
- 4 p.m. – 7 p.m. Community Celebration featuring BIPOC Night Market

Benefits to Workshop Presenters

- Connect with community, facilitate conversation, and inspire change.
- Free Summit T-shirt.
- Recognition in the printed program.
- Social media promotion of workshop and presenters with organizations tagged.
- Breakfast and lunch at the event.
- Written feedback on your workshop from evaluations.
- Full Summit participation benefits such as a Public Thread bag, free and full access to Summit outside of the hour presenting the Workshop, and more.

We are currently working to secure funding to offer *up to* \$100 (paid via a Visa Gift Card) for Grand Rapids residents who co-facilitate a workshop if presenting is outside of their paid employment role. While this is not a guarantee, the workshop RFP will request information should this funding be secured.

Workshop Racial Equity Guidance

Summit acknowledges that Grand Rapids, as most cities across this country, has systemic and institutional racism woven throughout its history and current reality. There are significant disparities for every quality-of-life measure. Racial equity is the end goal when one's race or ethnicity is not a predictor, in a statistical sense, for one's access to opportunity. Racial equity is also an approach to reach this goal by disaggregating data by race/ethnicity, shifting power, policy change, and targeted strategies in support of those furthest away from opportunity to achieve the universal goal for the broader community.

Workshops proposals that clearly center and embed a racial equity lens will be prioritized.

Here are a few reflection questions to consider:

- What does the data, disaggregated by race and ethnicity, tell us?
- What demographic/community is experiencing the worst outcomes?

- ❑ How can this workshop center this demographic in terms of presenting and solutions?
- ❑ How might focusing targeted supports around those positioned furthest from opportunities help advance the universal goal of all communities thriving?

Workshop Presenter Eligibility and Resident Voice Guidelines

To keep community as safe as possible, Summit Workshop presenters:

- ❑ Are encouraged to be fully vaccinated against COVID-19 at the time of Summit (5/20/23).
- ❑ Are encouraged to wear a mask fully over nose and mouth while indoors.
- ❑ Are to not attend Summit if they don't feel well, have COVID-19 or symptoms. Please notify summit@grcity.us right away if you can no longer attend Summit.

Read more about GRCC's Health & Safety Protocols at <https://www.grcc.edu/coronavirus-information/health-safety-protocols>.

Workshop Details

- ❑ Each Workshop is 60 minutes:
 - 3 minutes: Workshop Host volunteer to review community agreements, give evaluation reminder and introduce presenters.
 - 55 minutes: Workshop
 - 2 minutes: Workshop Host volunteer to give announcements, reminders and to give attendees to write their evaluations before leaving.
- ❑ Workshops should be structured to foster communication among attendees, include time for Q&A and discussion, and have at least one interactive activity.
- ❑ All Workshop rooms have a computer, projector, screen, internet, white board, and dry erase markers.
- ❑ Workshop presenters must arrive at least 10 minutes early to upload their presentation, test audio and visuals, and set up the room as needed. A Workshop Host volunteer will be there to assist.
- ❑ To maximize visual accessibility, text on slides should be at least 24 size font and text on printed handouts should be at least size 13.
- ❑ Workshops must include at least one handout with resources on the topic and for continued learning or connection within community. The handout does not need to be submitted with your proposal.

Tips to Enhance Your Workshop Proposal

- ❑ Workshops must include opportunities for the audience to speak and engage with one another. Presenters should center and promote resident voice by asking themselves:
 - Are there Grand Rapids residents that can present or co-present on this topic?
 - Are the main workshop presenters diverse in terms of race and ethnicity?
 - How can the workshop be formatted to promote workshop attendees (who are mostly residents) to share their experiences, solutions, or ideas?

- How might the workshop be structured so workshop attendees meet/build relationships with other attendees?
- ❑ Workshops that clearly center and embed a **racial equity lens** will be prioritized.
- ❑ Workshops presented or co-presented by **Grand Rapids residents** will be prioritized.
- ❑ Workshops with multiple opportunities for **audience engagement** will be prioritized.
- ❑ Workshops with at least one **interactive activity** will be prioritized.
- ❑ Workshop titles, descriptions and content should be written and delivered in everyday language to maximize accessibility for all.

Workshop Proposal Deadlines

- ❑ **APRIL 3, 2023** – Last day to submit Workshop proposals.
- ❑ **APRIL 14, 2023** – Workshop presenters are notified about their proposal status.
- ❑ **APRIL 21, 2023** – Email presenter bios (100 words or less) and high-resolution photos to summit@grcity.us if you do not upload them with your Workshop Proposal.
 - Pictures do not have to be professionally taken.
 - A group photo and group bio of all presenters is acceptable in lieu of individual photos/bios. Photos and bios will be shared on social media and webpage to promote Workshop and Summit.
 - Bios and photos submitted after April 21st are not guaranteed to be placed in Summit materials.
- ❑ **MAY 5, 2023** – All Workshop presenters must register as a speaker at www.grandrapidsmi.gov/summit.
- ❑ **MAY 13, 2023** – Email your workshop handout to summit@grcity.us if you require printing assistance for 50 copies.
 - Workshops must include at least one handout with resources on the topic and for continued learning or connection within community.
 - Workshop presenters should bring at least 50 copies of the handout and any other materials needed to distribute and facilitate.
- ❑ **MAY 23, 2023** – Email your workshop’s final PowerPoint Presentation and all handouts to summit@grcity.us so materials can be uploaded to the Summit webpage for broader access.

The 2023 Theme: *Your City, Your Voice: Co-Creating Belonging*

An equitable city is a city where all people have the power, opportunity, and community to create everlasting change. We believe that when people are free to be their full, authentic selves, they are more likely to share their lived experiences, create genuine connections with neighbors, and be active, invested residents. This year’s theme is a call to collaborate, innovate, and voice our collective creativity to make our city more equitable, more inclusive, and *better* for all Grand Rapids residents. As you create your Workshop, think to yourself – what is it trying to equip people to *do*? What resources is it sharing, what connections is it making, to make something in our City better for all?

Workshop Track Descriptions

Unlike previous Summits, this year does not have workshop tracks based on themes. This is an intentional decision to invite as many diverse and unique workshop topics to the table that center belonging, co-creation, resident voice, and racial equity. We have seen the passion and expertise of our presenters, and we want to open up the conversation to include anything that may be important to you to increase belonging in the city of Grand Rapids.

Therefore, the Workshop Tracks for 2023 are:

- ❑ **Teen Track** geared for 13- to 19-year olds, but open to all.
- ❑ **Spanish Track** for workshops facilitated in Spanish.
(Note: Language interpreters are available upon request during registration, so all workshops are language accessible)
- ❑ **Summit Track** for all workshops that are not specifically for teens or presented in Spanish.

Workshop Content

The workshop proposal form will ask for the following:

1. **Workshop Title (20 words or less) (Required)**
If the workshop will be presented in Spanish, write the workshop title in Spanish
2. **Workshop Description (120 words or less) (Required)**
Please avoid sector jargon and acronyms. If the workshop will be presented in Spanish, write the workshop description in Spanish.
3. **List key Workshop learning objectives. Please be specific. (Required)**
List specific skills, content, and/or strategies workshop attendees will learn in this workshop.
4. **Describe how your proposed workshop supports Summit's values of resident voice and racial equity. (Required)**
5. **Provide a brief overview of your workshop structure. (Required)**
Briefly describe the presentation, types of activities, and/or engagement opportunities your audience will have with each other.
6. **Are there any local, state, or national policy implications connected to this workshop topic that residents can engage? If so, please list and give a brief description. (Required)**
7. **How will this Workshop incorporate the theme: Your City, Your Voice: Co-Creating Belonging? (Required)**

Workshop Track Categories

Please select all the following tracks your workshop falls into:

- Teen Track
- Spanish Track
- Summit Track

Workshop Room Set-Up Preference

All available workshop rooms (except Computer Labs) have movable, rectangle-shaped tables and chairs. Please select all the room types that work best for your workshop.

(Required)

- "Physical Room" (my attendees need to move around and form groups)
- "Design Room" (my attendees need plenty of writing and crafting space)
- "Roundtable Room" (my attendees need to see each other easily)
- "Lecture Room" (my attendees need to see my presentation easily)
- Computer Lab (my attendees need access to individual computers)
- Any room will work. Please schedule my workshop wherever works best for Summit!

Workshop Presenters

You can have up to 4 presenters/panelist/speakers. Please be prepared to answer the following for each person: if they are Grand Rapids resident or not, their email address and phone number, organization they are representing & organization website (if applicable), T-shirt size, if this is or is not part of their paid employment (for tentative stipend), and optional demographic information.

How many presenters will your Workshop have? (Required)

Each Workshop can have up to 4 presenters/panelists.

- 1
- 2
- 3
- 4

Who is your Workshop Liaison? This workshop presenter will be the point of contact for all communications between your workshop and the Summit team. **Below is information the form will ask for each presenter. List your Workshop Presenter first.**

1. Full Name (Required)

Write exactly as the person wants their name listed in the program.

2. Does this person live within the city limits of Grand Rapids? (Required)

- Yes – This person LIVES within city limits.
- No – This person lives OUTSIDE city limits.

3. Email Address (Required)

4. Phone Number (Required) (Enter in this format: XXX-XXX-XXXX)

5. If this person is representing an organization or group, please list organization/group (if applicable)
6. Organization/group website (if applicable)
7. T-Shirt Size (Required)
8. Please upload the bio and photo for this presenter. If you do not have them, please email them to summit@grcity.us BEFORE April 21st, 2023. (Not Required)

No workshop will be declined based on demographic responses. We request this information so we can take additional steps in outreach to ensure the overall workshop line up is reflective of the community.

9. Gender Identity (Required)

- Woman
- Man
- Non-binary
- Prefer not to say
- My gender identity is not listed. My gender identity is: _____

10. Ethnicity (Required)

- Latino/Latina/Hispanic/Latinx
- NOT Latino/Latina/Hispanic/Latinx
- Prefer not to say

11. Race(s) - Select all that apply. (Required)

- African American/Black
- Asian/Indian Subcontinent
- Native American/American Indian/Alaska Native
- Native Hawaiian or Pacific Islander
- White
- Prefer not to say
- My racial identity is not listed. My racial identity is: _____

12. Age Range (Required)

- Under 13 years of age
- 13 – 17 years old
- 18 – 24 years old
- 25 – 35 years old
- 36 – 49 years old

- 50 – 69 years old
- 70 years or older
- Prefer not to say

Does your Workshop have an additional presenter? (Required)

- Yes
- No

If yes, then the form will prompt to collect the same information above for each presenter.

Understanding & Agreements

Please read and select “I Understand & Agree” for each statement to indicate you understand and agree to the following statements.

I agree to email summit@grcity.us a high-resolution photo and a brief bio (100 words or less) of each of the presenters, OR a group photo and group bio, **by April 21st, 2023. (Required)**

- I Understand & Agree

Workshop presenter photo(s) and bio(s) will be shared on social media to promote the workshop and event. If I do not submit a photo(s) and bio(s) **by April 21st**, I understand these items may not be listed in Summit materials. **(Required)**

- I Understand & Agree

I agree to have all PowerPoint text at a minimum of 24-point font size, 50 handouts with a minimum 13-point font size, and both in a font style that is easy to read. **(Required)**

- I Understand & Agree

I agree to email summit@grcity.us the one-page handout **by May 13th, 2023**, if I need the City to print the handout for distribution. If the handout is not emailed by May 13th, 2023, I understand that it is my responsibility to bring at least 50 copies of the handout for distribution at Summit. **(Required)**

- I Understand & Agree

I agree to email summit@grcity.us my final PowerPoint presentation and handouts by **May 23rd, 2023**, so they can be uploaded to the Summit website after the event. **(Required)**

- I Understand & Agree

I agree that all workshop presenters will formally register for Summit as a “Speaker” once registration opens, but **no later than May 5th, 2023**. If there is more than one presenter, the Workshop Liaison will follow up with co-presenters to confirm registrations are complete.

(Required)

I Understand & Agree

I understand that each Workshop room will be provided with dry-erase markers, marker board, internet, a computer, projector, screen and microphone. If any additional materials are needed, it is the responsibility of the workshop presenters to supply those materials.

(Required)

I Understand & Agree

I agree to bring my presentation on a USB drive with me to my assigned workshop room, at least 10 minutes prior to the start of the workshop, to load up the presentation and to test the technology. A volunteer will be present to assist as needed. (Required)

I Understand & Agree

Select the “SUBMIT” button.

Select Submit to submit your workshop proposal. A PDF copy of your responses will be emailed to your Workshop Liaison.

- You will be notified **by April 14th, 2023**, if your workshop was selected. In some cases, the notification may be a request for clarification or more information.

Thank you for your support of community and the 2023 Grand Rapids Neighborhood Summit. You are appreciated.

#2023GRSummit Workshop Proposal Form

Click [here](#) to submit your proposal and be sure to follow us on Facebook at www.facebook.com/GRNeighborhoodSummit and learn more at www.grandrapidsmi.gov/summit.