



National Organization for Victim
Assistance

49th Annual Training Event

New Orleans, LA

July 31st – August 3rd, 2023

Request for Proposals For Professional Training Event Speakers

I. Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for professional Training Event Speakers for the upcoming 49th Annual NOVA Training Event, scheduled for July 31 – August 3, 2023 at the Marriott New Orleans, 555 Canal Street, New Orleans, LA 70130. Training Event Speakers must be willing to provide their services *pro bono publico* (without expectation of payment) for the good of the victim advocates, first responders, prosecutors, judges, social workers, and other allied professionals who will be in attendance at the Training Event.

II. Background

NOVA Profile

The National Organization for Victim Assistance (NOVA) is the oldest national victim advocacy group in the United States. NOVA exists to assist victims of crime, victims of mass casualties, or survivors of natural disasters to understand and normalize their reactions to abnormal situations and allow them to begin their physical, emotional, and financial recovery. The delivery of subject matter based workshops at the annual NOVA Training Event is a key element of fulfilling NOVA's mission to champion dignity and compassion for those harmed by crime and crisis.

Training Event Profile

NOVA anticipates attendance of 1800+ attendees, the majority of whom will include, but not be limited to, victims of crime, victim advocates, first responders, sexual assault and domestic violence advocates, prosecutors, judges, social workers, and other allied professionals working in both military and civilian agencies worldwide.

NOVA welcomes innovative RFPs on emerging trends and best practices in victim advocacy to include, but not limited to, child abuse and neglect, crisis response, domestic violence, elder abuse, human trafficking, identity theft and cybercrime and cyber-security, judicial and prosecutor perspectives, law enforcement based issues, matters relating to the LGBTQ communities, victim based project management, self-care, sexual harassment, sexual assault (both within the military and civilian communities), inclusive and accessible practices for underserved populations, campus advocacy, victims' rights, and trauma-informed direct service victim assistance.

The Training Event will make use of a variety of learning formats, including over 100 workshops and general session keynote addresses all with a focus on self-care for the professional in the field of victim advocacy.

III. General Information

1. Please address any questions about this Request for Proposals for Professional Training Event Speakers by email, no later than **3:00 p.m. (ET), Friday, November 18, 2022** to:
NOVA Training Event Planner: conference@trynova.org.
2. NOVA promotes diversity in all its endeavors, and as a result, qualified persons are encouraged to submit requests for proposals to present a workshop at the Annual Training Event. NOVA does not discriminate against individuals because of race, color, religion, sex, sexual orientation, age, disability, familial status, or national origin.
3. Training Event concurrent breakout workshops are scheduled ninety-minutes (1.5 hours) in length intended for a diverse audience with rooms seating 120/150/200/230/290 attendees in a workshop room. All workshop rooms are maxed out in a theater style set-up. NOVA reserves the right to select proposals that, in its sole discretion, meet the planned events and theme of the Training Event as well as the criteria set forth within this RFP.
4. Completed Request for Proposals are due through the online submission form only **no later than 5:00 p.m. (EST), Friday, December 2, 2022**. Questions or difficulty in online submission of proposals should be emailed immediately to conference@trynova.org, subject line: "Proposal for NOVA Training Event Speaker Questions."
5. Proposals submitted by the due date will become the property of NOVA and will not be returned. Propriety or confidential information included in proposals to any RFP must be conspicuously stated in the proposal.
6. Proposals will not be opened publicly. However, all proposed speakers who submit proposals will be notified of the results of this solicitation.

IV. Specific Proposal Instructions

Proposals for conference presenters should include the following information in writing in the same order as it appears below.

1. A fully completed and digitally submitted Request for Proposal in compliance with noted deadlines. A presenter may submit multiple Requests for Proposals; please digitally submit a completed Request for Proposal for each proposed workshop.
2. Presentation / Session / Workshop Information.
 - Provide complete contact information for the Lead Presenter.
 - Provide a title for the proposed 90-minute workshop. This description will appear in promotional materials, the NOVA mobile app for attendees and/or related literature.

NOVA reserves the right to revise the title and description for consistency, applicability and print or electronic space limitations.

- Provide a short description of the proposed workshop for insertion to the NOVA mobile app and other related media (please note the 100 word limit).
- Please list 3-4 clear and measurable learning objectives for the proposed workshop (please note the 50 word limit).
- We hope that you will be able to join us for the entire Training Event. Please check the box for those days that you are available to present your workshop, if selected.
- Please indicate in the check boxes if you are willing to repeat your workshop, and if you are able to repeat, if it must be on the same day.
- Please indicate if a hybrid option is offered, if you are willing to present virtually.
- Please indicate if you are a Spanish speaker, if you are willing to present your workshop in Spanish,
- Please indicate who the target audience would be for the workshop by checking the appropriate box(es), i.e., whether for the Beginner Victim Advocate, Advanced Victim Advocate or Program Managers. You are free to check more than one box that applies.
- Please check the box that indicates who the general audience would be for the workshop, whether Civilian advocates, Military advocates, Campus Advocates or All.
- Please check the appropriate box(es) relating to the subject matter area of the proposed workshop. Please check a maximum of 3 subject areas that you believe relate to the subject matter of your proposed workshop.
- If you have not presented at a NOVA Training Event prior to the present submission, please provide complete, requested reference information.
- Co-Presenter (if applicable): provide complete contact information for the Co-Presenter. (Please note that each workshop is limited to one co-presenter).
- Please note that each workshop room will be set in a theater configuration and equipped with a laptop, projector, external computer speakers, projection screen and all related cables. If selected, you will receive precise information the manner of ultimately submitting your presentation, please indicate whether you will need external speakers for the laptop.
- Please carefully read the Training Agreement and if you agree, please check each box.

V. Timelines and Terms

The selected Training Event Speaker is asked to consider the following provisions:

1. NOVA is committed to upholding excellence in the field of victim advocacy and crisis response by providing trauma-informed training, education and credentialing to all victim assistance and allied professionals. Our training programs are created to promote a standard of knowledge among those interacting with victim/survivors of trauma and to ensure each victim/survivor receives a level of care and respect that empowers and promotes their wellbeing. By sharing your expertise, you make a valuable contribution to the profession's field of knowledge and to the individual learning of our participants. If you are selected, please view this opportunity as a commitment like any other and ensure that you are able to deliver the session by securing the support of your organization and managing your workload and clients to keep this time open. Should there be any unexpected change in your plans, we appreciate advance notice in the event that circumstances prevent your attendance.

2. Agreement to Perform Conference Speaking Services. The dates, timelines, and terms of the Training Event speaking engagement will be outlined and confirmed in writing by NOVA to selected offerors after proposals are selected.
 - All presenters will be required to submit workshop materials (i.e., photo of presenter(s), bio of presenter(s)) to be shared with participants on the conference app by March 15, 2023.
 - Presenters will be asked to incorporate a wide variety of adult learning principles to promote interactive learning.
3. Pro Bono Publico. Presenters selected through this proposal process must be willing to provide their services and expertise *pro bono publico* (without expectation of payment) for the good of those in attendance who have committed themselves to providing victim services and in support of the goals and objectives of the NOVA Annual Training Event. Speakers whose proposals are accepted can expect:
 - a wide range of exposure to those attendees, and by extension to their organizations located worldwide including listings on the NOVA Annual Training Event website, the NOVA mobile app and social media;
 - discounted registration to the entire conference; and
 - if not otherwise registered for the full period, the ability to participate in all Training Event activities, free of charge on the day(s) of their presentation(s);
4. Non-solicitation. Marketing and sales to attendees may only be conducted in the Vendor Exhibition area if the Conference Speaker has also contracted to procure a booth. Conference presentations must not be used as a platform to promote products or services. If you are interested in procuring a Vendor's Booth, please visit our website at <https://www.trynova.org/annualtrainingevent/>. Opportunities for sponsorships are also available.