

Request For Proposals

Submission Deadline: Monday, October 15, 2018

Twenty-Fifth Annual Northwest Dispute Resolution Conference

Thursday, March 28, 2019; 10:30 a.m. - 5:15 p.m.

Friday, March 29, 2019; 9:00 a.m. - 3:30 p.m.

University of Washington

Seattle, Washington

Proposal Form

Please submit your proposal in Microsoft Word format (or other text-based file format) using this form. Do not submit read-only PDFs. If you have more than one proposal, use a separate form for each. All written information submitted may be used by the NWDR Conference Planning Committee to make programming decisions and for use in published promotional materials. Please take care to edit your submission carefully.

1. Presenter(s)

Please provide the information requested below. If your proposal includes more than one presenter, copy and complete this page separately for each program presenter and identify one of the presenters as the coordinator of your program.

Name: Click here to enter text.

Presenter and Coordinator (single contact)

Presenter

Coordinator

Organization: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Website: Click here to enter text.

Biography (150-word maximum):

Any biographical information you provide may be used in conference materials, if your proposal is accepted. You may also attach a CV to supplement your biographical information.

Click here to enter text.

Prior Presentation Experience:

Describe relevant past experience for the committee to consider. You may insert URL links or attach a separate page.

Click here to enter text.

2. **Proposed Program**

Preferred Length (select one):

- 60 Minutes 75 Minutes Lunch presentation

Acceptable Length (select all that apply):

- 60 Minutes 75 Minutes Lunch presentation

Emphasis area(s) of your program (select all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Government |
| <input type="checkbox"/> Arbitration | <input type="checkbox"/> Intercultural/Diversity |
| <input type="checkbox"/> Arbitration Practice Tips | <input type="checkbox"/> International |
| <input type="checkbox"/> Business/Commercial | <input type="checkbox"/> Land Use & Environmental |
| <input type="checkbox"/> Cloud-Based Case Management | <input type="checkbox"/> Legal Representation in Mediation |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Mediation |
| <input type="checkbox"/> Community Mediation | <input type="checkbox"/> Mediation of the Litigated Case |
| <input type="checkbox"/> Conciliation | <input type="checkbox"/> Mediation Practice Tips |
| <input type="checkbox"/> Conflict Theory | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Divorce & Family Mediation | <input type="checkbox"/> Neuroscience |
| <input type="checkbox"/> Elder Mediation | <input type="checkbox"/> Ombuds |
| <input type="checkbox"/> Employment/Workplace | <input type="checkbox"/> Online Dispute Resolution (ODR) |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Public Policy |
| <input type="checkbox"/> Facilitation | <input type="checkbox"/> Social Justice |
| <input type="checkbox"/> General Practical Theory | <input type="checkbox"/> Wills, Trusts & Estate Mediation |

- Other:** [Click here to enter text.](#)

Program Title:

Please provide three (3) alternative program titles for use in conference materials (**15-word maximum** per title). Titles should be punchy, accurate, and designed to convince people to attend the session. Sample titles can be found on the last page of this RFP. Please note that the Conference Committee may edit the program description as needed.

Click here to enter text.

Program Description:

Please provide a short program description for use in conference materials (**50-word maximum**). Sample descriptions can be found on the last page of this RFP. Please note that the Conference Committee may edit the program description as needed.

Click here to enter text.

You may provide a more detailed description of your program, no longer than one page, to more fully describe your proposal to the committee.

Click here to enter text.

Has the proposed program been presented before?

Yes No

If yes, where and when? [Click here to enter text.](#)

Have any presenters for this program spoken at a prior Northwest Dispute Resolution Conference?

Yes No

If yes, who, where and when? [Click here to enter text.](#)

Program level (select all that apply): If you have a primary focus level, please select the level most closely describing your presentation.

Basic Intermediate Advanced

Intended audience (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Arbitrators | <input type="checkbox"/> Insurance Claims Representatives |
| <input type="checkbox"/> Attorneys | <input type="checkbox"/> Mediators |
| <input type="checkbox"/> Community/volunteer mediators | <input type="checkbox"/> Ombudsmen |
| <input type="checkbox"/> ER / HR Professionals | <input type="checkbox"/> Other Neutrals |
| <input type="checkbox"/> Other: Click here to enter text. | |

3. Presentation Style (select all that apply): The conference committee strongly encourages innovative program formats and discourages “talking head” panels. Be creative in delivering content to attendees. The proposed format of your proposal will be a key factor in the review and selection process. Proposals should consider the practical and educational needs of the audience. Proposals that list four or more presenters must demonstrate a significant need and specific role for each presenter.

- Solo Presentation
- Panel Presentation
- Solo Presentation & Discussion (Hybrid)
- Panel Discussion
- Roundtable Sessions
- Highly Interactive
- Other: [Click here to enter text.](#)

4. Audio/Visual and Technology Requirements (if this field is left blank, the committee will assume that no A/V or other technology is required).

Click here to enter text.

5. Written Materials:

If your proposal is accepted you will be required to submit written materials in order for your session to qualify for Continuing Legal Education (CLE) credits. **Your written materials will be due no later than Tuesday, January 15, 2019.** Please submit your materials in Microsoft Word format (not read-only PDF).

A note about PowerPoint slides: You are strongly encouraged to include PowerPoint slides, which will be used to pre-load your presentation for your use. In addition, attendees request access to PowerPoint presentations. If you choose to use PowerPoint, please submit a copy with your written materials. All materials will be converted to PDF format before they are included in our electronic conference materials.

Select one: I will _____ will not _____ provide PowerPoint slides.

Please describe your proposed written materials:

Click here to enter text.

Notification of Selection

The NWDR Conference Planning Committee will review all proposals received **by Monday, October 15, 2018**. The Conference Planning Committee will endeavor to notify speakers of their status by late November 2018.

Send your proposal by e-mail to:

RFP@NWDRConference.org

Note: your e-mail subject line must read: "NWDR Conference RFP"*

*If you do not have access to e-mail, you may send your RFP via U.S. Mail to:

Sasha S. Philip, Philip Mediation, P.O. Box 82614, Kenmore, WA 98028

Please allow enough time for your proposal to be received by the above deadline.

SAMPLE SESSION DESCRIPTIONS

1.1 Soft Skills for Effective Lawyers: Building Rapport, Resolving Conflict

Presenter: Sarah Smith, JD, Mediator, Author, Business Name, City, OR

This session identifies the essential “soft” skills for attorneys and shows how these skills can be enhanced to resolve conflicts, fulfill ethical responsibilities, and increase client satisfaction. This session demonstrates how attorneys can fulfill their professional duty to improve the quality of their legal services and presents concrete steps to upgrade listening, rapport-building, problem-solving, and decision-making skills.

1.2 Cultural Diversity, Bias, and Balancing Power in Mediation

Presenter: John Jones, Executive Director, and Sarah Smith, Training Manager, DRC/Resolution Washington of County Name, City, WA

A core assumption of the mediation process is mediator neutrality, yet bias is intrinsic to the human experience. This session explores strategies for identifying and neutralizing bias and balancing power through exercising cultural intelligence and mindfulness.

1.3 Advocacy in Mediation – Reality or Oxymoron?

Presenters: Sarah Smith, Martinez, Davis & Lopez, City, OR; Hon. John Jones, Name County Superior Court, City, WA; Maria Miller, FANS, City, OR; Robert Rodriguez, Mediator, the Courthouse Law Group, City, WA

The overwhelming majority of litigated matters settle before trial. As a result, the mediation or settlement conference table may be the only place where an attorney will advocate for her client. A panel that includes a full-time mediator, a settlement conference judge, and two experienced trial lawyers, will delve into the distinctive roles both the lawyer and the neutral play, and discuss practical advocacy skills to make the best use of the ADR process.

1.4 Theatre of Mediation

Presenters: Sarah Smith, Mediator, Co-Founder, Conflict Theatre in the Round, City, MT; John Jones, MA, Mediator, Facilitator, Trainer, Connect the Dots Conflict Resolution, City, ID; Marion Miller, Professor of Dance and Conflict Resolution, University of Optimism, City, CA; Robert Rodriguez, Mediator, Arbitrator, Martinez, Davis & Lopez, City, OR

Theatre of Mediation combines professional mediators, actors, and students to present role-play mediations based on real cases involving themes of racial conflict in schools, community groups, and public forums. These mediation role-plays explore diverse viewpoints and illustrate how the complex issue of race plays out on a day-to-day level in both interpersonal conflict, and within the juvenile justice system. Role-play mediations are followed by facilitated dialogue between the presenters and the audience.