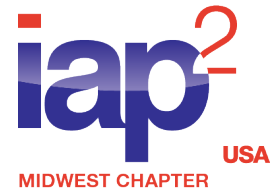


Request for Submissions: 2019-20 Midwest Chapter-hosted Foundations Courses



Various dates beginning July 2019

Minneapolis, Minnesota and Ann Arbor, Michigan

Training Submission Form

DEADLINE - Friday June 14, 2019 at noon US Central daylight time (GMT -5)

The IAP2 USA Midwest Chapter is growing and thriving with 166 members across 10 states and having just completed a highly successful regional conference in Saint Louis, Missouri. Our Chapter is committed to facilitating access to very affordable and accessible training for members and friends, and has organized several Foundations trainings in 2019-20 in partnership with local agencies and members.



We invite submissions from IAP2 licensed trainers to deliver these trainings!

Fees and Costs

- In order to meet the Chapter's goal of highly affordable and accessible training, we have established a fixed trainer fee is US \$1,800 per day, inclusive.
- The Chapter will pay license fees for all participants. Local hosts can likely provide local transportation and guidance on lodging and similar upon request.
- Trainer is responsible for own travel, lodging, and food except for meals, snacks, and drinks provided for participants and trainer on training days.
- The trainer is responsible for preparing and supplying all participant materials to the training site, and will be reimbursed for actual costs of the materials and shipping up to a maximum of US \$20/day/participant.
- The Chapter and local hosts handle everything else including registrations, venue, meals, equipment, logistics, etc.

Registration Requirements and Cap: Trainers are advised that course must meet minimum registration levels to run; go/no-go decisions will be made a minimum of 30 days in advance. These courses are sponsored by agencies and are expected but not yet guaranteed to fill. Courses will be capped at 25 and IAP2 Midwest will pay for only one trainer per course.

Contracting: The Chapter prefers one or two trainers to deliver all of these trainings; we invite trainers to propose to offer any number of trainings based on trainer availability and interest. Each training will be executed with a separate purchase order and contingent upon the following:

- A sufficient number of registrations
- Trainer availability, understanding that for course dates not yet finalized those scheduling decisions will be made in consultation with the selected trainer
- Positive trainer evaluations from previous trainings

Submission:

- To complete this submission you must download and save this file to your own computer in Word format
- This document format displays minimal space for responses; add what you need to respond to the questions (within any specified word-count limits)

- Email your submission in Word format as described below

Thank you in advance for responding and we look forward to reviewing your submission!

Contact

Name: Tannis Topolnisky
Your Title: Owner
Name of Firm/Organization: Topent Ltd
Mailing Address: 1076 Summerwood Estates Rd Sherwood Park AB Canada T8H 0E2
Phone Number: 780-913-1367
Email Address: tannistopolnisky@gmail.com

Bio

I have 17 years experience as a Public Participation practitioner, 13 years experience training other P2 practitioners and 8 years experience as a licensed IAP2 trainer. I have been an IAP2 mentor for new practitioners for the last 4 years and an assessor for new IAP2 Foundations candidate trainers. I am also a Certified Public Participation Professional (CP3). I have delivered Foundations training 36 times to over 700 participants.



Public engagement and capacity building are two of my passions in life. Bringing people together to make a difference both in the individual, the organization, their relationships and beyond into programs, policies and decision making is what I have dedicated my career to. My expertise is in the strategic and detailed planning, design, implementation, evaluation, analysis and reporting of P2 initiatives. I've worked in a wide diversity of projects where impacts on health, livelihood, relationships, well-being and community are most common.

Availability

Please indicate your availability and interest in each of the courses below.

Course	Dates	Location	Trainer Availability Y/N + Notes as Needed
Planning + Techniques (5 days)	July 22-26, 2019	Minneapolis, MN	YES
Planning (3 days)	Sept 30, Oct 1-2, 2019	Minneapolis, MN	NO
Techniques (2 days)	October 10-11, 2019	Minneapolis, MN	MAYBE – I have a public course I am co-delivering on these dates, however, depending on the number of participants we

			have registered I may be available
Planning (3 days)	Fall 2019	Ann Arbor, MI	YES – depending on specific dates
Planning + Techniques (5 days)	Winter/spring 2020	Ann Arbor, MI	YES – depending on specific dates
Techniques (2 days)	Fall 2020	Ann Arbor, MI	YES – depending on specific dates

Submittals MUST include the following attachments:

➤**References:** Attach at least three sets of course evaluations from the previous three years and indicate the locations of those trainings.

Email your submission *in Word* or email questions to Kayla Coleman, Midwest Chapter Board Member, KColeman@a2gov.org | 734-794-6430, extension 43728