

## 17th Annual - International Training Institute and Conference Request for Proposals

The Victim Offender Mediation Association (VOMA), is seeking proposals for trainings, and workshops at its 17th Annual International Training Institute and Conference. The Conference will be held at the Ramada Plaza West, 12501 Ridgedale Drive, Minnetonka, MN (15 minutes southwest of downtown Minneapolis), from September 12 through September 16, 2000. The conference theme is "Innovative Practices in Victim Offender Mediation and Conferencing." Together, the Institute and Conference will present the leaders and innovators in the areas of restorative justice, VOM, and conferencing.

**Training Institute Dates:** Tuesday, September 12 through Thursday, September 14, 2000. The Training Institute will offer training in basic and advanced VOM/conferencing, as well as other related restorative justice topics. Training proposals should be in one-half to three-day sessions.

**Conference Dates:** Friday, September 15 and Saturday, September 16, 2000. The Conference will offer workshops covering a variety of RJ, VOM, and conferencing issues. Workshops should generally fit into 1 1/2 hour sessions, with the possibility of a few workshops extending to 3 hours.

**Selection Criteria and Requested Topics:** Proposals in all areas of restorative justice, VOM, and conferencing are invited. Proposals will be selected on the basis of relevance to the conference theme, the topics listed below, and the mission of VOMA. The Conference Program Committee is specifically interested in trainers and workshop presenters for the following topics and issues:

- Basic, intermediate, and advanced VOM
- Indigenous forms of mediation and justice
- Small & large group conferencing
- Community empowerment & RJ/VOM
- Use of circles in sentencing & mediation
- Victim and offender sensitivity training
- RJ/VOM & lawyers, how to make it work
- Victim empathy and impact panels
- Mediating serious and violent offenses
- Transforming systems through RJ/VOM
- Community mediation programs & VOM
- RJ/VOM applications in corrections
- Foundational RJ values and philosophies
- Volunteer recruitment and development
- Cross-cultural issues in mediation
- Issues in starting a VOM program
- Program evaluation and review
- Research results on RJ/VOM programs
- Case tracking methods (e.g., software)
- Increasing referrals and fund raising
- International approaches to RJ and VOM
- Collaborating with Victim Services

**Mail or Email Proposals:** Bruce Kittle, Restorative Justice Project, University of Wisconsin Law School, 975 Bascom Mall, Madison, WI, 53706, <bakittle@facstaff.wisc.edu>. Proposals should include: (1) title of presentation or training, (2) format and time needed (eg. presentation (1.5 to 3 hrs) training (½ day to 3 day), (3) name, address, phone, and e-mail of presenter(s) and one to two sentence bio for inclusion in conference brochure, (4) description for inclusion in conference brochure, (5) proposed outline of training (time allocations and general topic or material to be covered during each), (6) Experience level appropriate for presentation or training (eg. any, beginning, intermediate or advanced), and (7) A/V needs. **The deadline for proposals is January 20, 2000.** Proposals may also be submitted by completing the "RFP Form" on the VOMA website, <www.voma.org>. Receipt of proposals will be confirmed by written notice after they are received. Presenters will be informed as soon as selections are made, but no later than March 1, 2000. Honorarium policies and related information are listed on the back of this RFP. If you have any questions please direct them to Bruce Kittle at (608) 262-4013, or by e-mail. Please freely copy and distribute this Request for Proposals.

## **Mission Statement**

The mission of VOMA is to provide inspiration, leadership and information-sharing in the development and support of various models of justice which create opportunities for dialogue between victims, offenders, and their communities for the purposes of healing and restoration.

## **Honorarium Policies Related To Annual Conference**

\*Please read carefully as these policies have been amended since the 1999 Conference\*

### **Compensation for Trainers**

1. A single trainer will be compensated \$250 for each full day of training. Trainers can also receive partial relief for hotel accommodations, IF they stay at the hotel where the conference is hosted AND they make a written request for such assistance to the VOMA Administrator by September 1. Accommodations relief will be at the rate of \$35 for each full day the trainer is training.
2. If there is a training team, the team will receive \$400 for each full day of training, with the team itself deciding how to divide the payment (please designate in the proposal which trainer the honorarium check should be made out to). Teams can also receive accommodations relief, IF they are staying at the hotel where the conference is hosted AND they make a written request for such assistance to the VOMA Administrator by September 1. Accommodations relief for teams will be at the rate of \$35 for each full day the team is training. Relief payments can be made for up to 2 rooms per team, but will not exceed \$70 per team.
3. A half day trainer will be paid \$125; a half day training team \$200. There are no other benefits for half day trainers.
4. Trainers do not have to register or pay for days they are training at the Training Institute. Trainers are required to register and pay for any other training or workshops they desire to attend during the Training Institute or Conference at the regular registration rate.
5. Trainers are invited to join in the Conference lunch on the day(s) of their training at no charge. A fee will be charged for all other lunches the trainer attends throughout the remaining days of the Training Institute or Conference, unless the trainer has registered and paid to attend those days at the regular registration rate.

### **Compensation for Workshop Presenters**

1. Compensation for workshop presenters will be at a rate of \$50 per workshop session. If there are multiple presenters for a workshop, they will decide how to divide the payment (please designate in the proposal which presenter the honorarium check should be made out to). There are no other benefits for workshop presenters.
2. Presenters are required to register and pay for any other training or workshops they desire to attend during the Training Institute or Conference at the regular registration rate.
3. If a presenter has not otherwise registered and paid for the Conference, a fee will be charged to attend the Conference lunch on the day of their workshop.

### **Compensation for Plenary Presenters**

1. Honorarium for plenary speakers will be \$50 per speaker, with a maximum of \$200 in honorarium payments per plenary session. There are no other benefits for plenary speakers.

**17th Annual - International Training Institute  
and Conference  
Request for Proposal Form**

1. Title of Presentation or Training: \_\_\_\_\_
2. Format and time needed (e.g. presentation (1.5 to 3 hrs) or training (½ day to 3 day): \_\_\_\_\_  
\_\_\_\_\_
3. Presenter(s): \_\_\_\_\_  
Name, address, phone or fax, and email: \_\_\_\_\_  
\_\_\_\_\_  
One to two sentence bio for inclusion in Conference brochure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Description for inclusion in the conference brochure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Proposed outline of training (time allocations and general topic or materials to be covered during each): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Experience level appropriate for presentation or training (e.g. any, beginning, intermediate or advanced): \_\_\_\_\_  
\_\_\_\_\_
7. A/V needs: \_\_\_\_\_

**Please Return Completed Form to:** Bruce A. Kittle, Restorative Justice Project, 975 Bascom Mall, Madison, WI 53706, <bakittle@facstaff.wisc.edu>, or complete the “RFP Form” at the VOMA website <www.voma.org>.