



3rd Biennial South African Conference on Monitoring and Evaluation  
hosted by SAMEA and the PSC  
5th – 9th September 2011, Johannesburg, South Africa

2<sup>nd</sup> CALL FOR [i] PRE-CONFERENCE WORKSHOP, [ii]  
PAPER, ROUND TABLE PAPER, & POSTER PROPOSALS

**Conference Theme – M&E 4 Outcomes: Answering the 'So What?' Question**

The organizers of the 3<sup>rd</sup> Biennial South African conference on monitoring and evaluation take pleasure in inviting you to present a pre-conference workshop, and/or a paper, round table or poster, to be held in Johannesburg from the 5–9 September 2011. **Professor David Fetterman of Stanford University**, has long been a leading evaluation author, theorist and practitioner through his groundbreaking work in empowerment evaluation, and will present the main key note address and offer a workshop in evaluation. Pre-conference workshops are designed to train in evaluation skills. Papers, roundtables and posters are intended to relate to the conference theme, M&E 4 Outcomes: Answering the 'So What?' Question, to: debate the purpose and power of evaluation for attaining outcomes; showcase exemplary evaluations making a difference to programmes and policy; exchange expertise in attaining outcomes through evaluation; debate experience in evaluation in Africa particularly so we can learn from each other to avoid re-inventing the wheel;

localise evaluation approaches; grow evaluation expertise and the field.

[i] Pre-Conference ½-day to 2-day Workshop Proposals: 5 to 7 September 2011

The organisers invite local and international M&E experts, individual consultants, universities, South African government organisations, private sector training providers, and NGOs, to submit proposals to facilitate a professional development workshop prior to their conference September 2011. It is envisioned that approximately 20 workshops, ranging in length from ½-day to 2-days, will be offered in parallel sessions at competitive rates to encourage maximum participation from both existing SAMEA members as well as the wider conference target audience.

Proposals for training workshops should not exceed 3 pages and must clearly articulate:

1. Workshop title
2. Facilitator/s name, background, affiliation, qualifications and prior experience
3. Description of experience in training in the field and history of the course
4. Contact details of the presenting entity or facilitator
5. Course length (½-day, 1-day or 2-days)
6. Target participants (indicate the course as either beginner, intermediate or advanced and note clearly any special expertise required by participants in order to benefit from the course: e.g. stats background, experience in M&E)
7. Course description (including learning outcomes, key themes, training methodology)
8. Programme of activities. Workshops should adhere to the following daily schedule:

Full day workshop	Half-day workshop
9h00 - workshop begins 11h00 - 15 minute break with beverages in hall 11h15 - workshop resumes 13h00 - 45 minute lunch break 13h45 - workshop resumes 15h30 - 15 minute break (tea/coffee) 15h45 - workshop resumes 16h30 - workshop content complete - administer SAMEA evaluation forms 16h45 - workshop ends	9h00 - workshop begins 11h00 - 15 minute break with beverages in hall 11h15 - workshop resumes 12h50 - workshop content complete - administer SAMEA evaluation forms 13h00 - workshop ends

9. Accreditation (accrediting body, level of accreditation, number of credits,

description of assessment requirements that need to be met, certification options and certifying body).

10. Ideal and maximum number of participants. Preference will be given to workshops that can accommodate at least 30 participants in the session.
11. Special requirements (e.g. training venue set-up, data projector and other training equipment required, equipment or software required by participants)
12. Description of the course materials to be used and distributed. SAMEA will print up to 100 pages per participant per workshop for materials for your workshop. However, material must be provided to the conference training coordinator by **Friday 12 August 2011** as a single file (pdf format preferred, or a word file if there are no formatting concerns).

Multiple attachments will not be accepted. SAMEA can only do standard copying and collating in black and white on white paper.

Workshop and training proposals must be forwarded to the training coordinators by **Friday 24<sup>th</sup> June 2011** [email to both: [brabie@sun.ac.za](mailto:brabie@sun.ac.za) and [info@samea.org.za](mailto:info@samea.org.za)]. All proposals will be considered and during the selection of workshops, preference will be given to accredited courses, to (non-accredited) scarce-skills development courses and workshops offered by presenters with exceptional international experience in M&E training. Feedback on the acceptance of each proposal received will be given by **Friday 22nd July 2011**. The deadline for the submission of full workshop material is **Friday 12th August 2011**.

SAMEA will pay an honorarium per accepted workshop (not per facilitator) as follows: R2000 for a ½-day workshop, R3000 for a 1-day workshop and R6000 for a 2-day workshop. This fee is intended to defray some of the costs incurred by the facilitators. Payments will be made via direct deposit to your account 30 days after the presentation of the workshop. Please note that SAMEA will only sponsor a workshop if at least 10 people register and pay for the workshop. SAMEA will confirm the expected number of attendees for each workshop to the respective presenters by **19<sup>th</sup> August 2011**.

Queries on workshop proposals may be forwarded electronically to the training workshop coordinators Babette Rabie or Jennifer Bisgard at the details below.

Contact details for questions related to the training workshop proposals:

Dr Babette Rabie  
*Training Coordinator*

Stellenbosch University  
+27 21 918 4186  
[brabie@sun.ac.za](mailto:brabie@sun.ac.za)

Ms Jennifer Bisgard  
*Training Coordinator*

Khulisa Management Services  
+27 11 447 6464  
[jbisgard@khulisa.com](mailto:jbisgard@khulisa.com)

[ii] Papers, Round Table Papers and Posters - 7 to 9 September 2011

1. **Paper - Oral Presentations**

Written papers usually engage a debate in evaluation, report critically a completed evaluation, aim to clarify issues in evaluation theory, and the like.

Papers entail submitting a written paper in final form by 25 August 2011 [to e-mail addresses for Abstracts below], and an oral presentation during the Conference where time is equally divided between the presentation and questions from the floor for response by the presenter.

Abstracts for Papers should be no longer than 300 words, submitted as a Microsoft Word document. Abstracts must be submitted by Friday 24<sup>th</sup> June 2011, and e-mailed to: [Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com) and [info@samea.org.za](mailto:info@samea.org.za). All abstracts will be refereed, and authors informed by Friday 22<sup>nd</sup> July 2011.

Paper presentation Abstracts should include the following:

1. Title of the paper, clearly indicating it is a Paper presentation
2. Name, title/s and institutional affiliation of author/s
3. Name and title/s of presenting author
4. E-mail and telephone contact details of presenting author
5. Abstracts may not be longer than 300 words. Abstracts should include information on the *context*, an overview of the *content* of the presentation and summary of the

*results/conclusions* of the work presented.

6. Abstracts must be submitted by email in Microsoft Word. Note: abstracts that are accepted will be included in the conference programme as they stand, and authors are required to ensure that they are adequately proof-read before submission.

Please note that,

- [i] authors need to submit with the abstract, a statement stating whether s/he would be interested in presenting a Poster if the Paper is not accepted for the limited number of oral presentation places in the programme.
- [ii] authors need to submit, in addition, a statement stating that the paper has not been presented before [e.g. at another conference].
- [iii] hardcopy of papers should be made available to attendees in sufficient numbers at the paper presentation.

## **2. Round Table Sessions**

Round Tables usually entail work-in-progress on an evaluation. In these, authors make available a manuscript for debate to clarify, strengthen argumentation, consider next steps, and the like, and aim to assist the author complete the manuscript with the view to publication. A written manuscript of the paper in progress with issues for discussion in the Round Table is required in final form by 25 August 2011 [to e-mail addresses for Abstracts below].

Abstracts for a Round Table should be no longer than 300 words, and submitted as a Microsoft Word document. The date of submission is Friday 24<sup>th</sup> June 2011, and should be e-mailed to: [Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com) and [info@samea.org.za](mailto:info@samea.org.za). All abstracts will be refereed, and authors informed by Friday 22<sup>nd</sup> July 2011.

Round Table presentation abstracts should include the following:

1. Indicate the abstract is for a Round Table paper presentation
2. Title of the paper

3. Name, title/s and institutional affiliation of author/s
4. Name and title/s of author presenting at the Round Table
5. E-mail and telephone contact details of presenting author
6. Abstracts may not be longer than 300 words. Abstracts should include information on the context, an overview of the evaluation and intention of the manuscript as work-in-progress, and specific issues for debate in the Round Table.

Please note,

[i] hardcopy of the written manuscript in progress with issues for discussion should be made available in sufficient numbers to attendees at the presentation.

### 3. Posters

Poster presentations entail a poster size presentation with images as well as text. Posters usually depict an evaluation study including: questions asked in the study through methodology, data, findings and conclusion. Posters will be displayed, and presenters need to be available to respond to questions asked of the poster when on display.

Abstracts for Poster display should be no longer than 300 words, and submitted as a Microsoft Word document. The date of submission is **Friday 24<sup>th</sup> June 2011**, and should be e-mailed to: [Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com) and [info@samea.org.za](mailto:info@samea.org.za). All abstracts will be refereed, and authors informed by **Friday 22<sup>nd</sup> July 2011**.

Abstracts for poster presentations should include the following:

1. Indication that the abstract is for a Poster presentation
2. Title of the Poster
3. Name and affiliation of author/s
4. Name and title of author/s who will be in attendance at the poster display
5. E-mail and telephone contact details of author/s who will be at the poster display
6. An abstract may not be longer than 300 words. It should include information on the *context*, an overview of the *content* of the Poster and a summary of

*results/conclusions.*

Please note that,

- [i] Authors need to submit, in addition, a statement stating that the Poster has not been presented before [e.g. at another conference].
- [ii] In order to present a Poster, the author will be required to attend the conference.
- [iii] Details relating to Poster size will be communicated on notification of acceptance of a Poster presentation.

Contact details:

Ray Basson,

Board Member

[Raymond.B.Basson@gmail.com](mailto:Raymond.B.Basson@gmail.com)

+27 11 646-8699

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### Conference Registration

#### Registration

Registration entails a 1 pager, stating clearly,

1. your particulars:
  - title/s, first name, surname/s
  - institutional affiliation
  - postal address and area/zipcode
  - e-mail, cell, telephone and fax numbers
  - name of Workshop [if attending one]
  - type of presentation [Paper, Round Table, Poster]
  - title of presentation
  - cost and method of payment [see below]

2. email to: [info@samea.org.za](mailto:info@samea.org.za)

### Student Bursaries to Participate in the Conference:

Students registered for a degree at a South African University or a university in Africa, and who have a demonstrable interest in monitoring and evaluation in a sector of the economy, such as education, policy studies, management, may apply for financial support to participate in the Conference. Preference will be given to student need, particularly for those from previously disadvantaged background in South Africa.

Successful applicants will need to make their own arrangements to attend the Conference.

The bursary will pay the Registration Fee, 6 nights board and lodging at the Conference [4-9/9/2011] and assist with travel costs to and from the conference venue.

Successful applicants will be expected to contribute to Conference organization and administration for half a day before and during the Conference.

The application for a Student Bursary entails a 1 pager and supporting documents stating clearly,

1. your particulars:

- mark the application clearly: Student Application for Bursary to Participate in SAMEA Conference 2011
- title/s, first name, surname
- institutional where registered as student [including copy of student card and number, proof of current registration]
- degree for which registered, and course of study [documents linking student to course of study]
- demonstrable interest in monitoring and evaluation [as a course of study, specialization, occasional course, internship in evaluation, assist in conducting evaluation].
- demonstrated need for financial support [background, family history]
- postal address and area code.
- e-mail, cell, telephone and fax numbers.
- if intending a presentation [Paper, Round Table, Poster], state its title and submit an

Abstract of no more than 300 words.

-if intending to attend a Workshop, name the Workshop you would like to attend.

2. E-mail application with documentation to: [info@samea.org.za](mailto:info@samea.org.za). Mark it clearly as Student Bursary Application.
3. A maximum of R25,000-00 will be allocated to any one applicant. The decision of the SAMEA Student Bursary Committee is final and no discussion will be entered into with respect to bursary allocation.

### **Registration Fee and Method of Payment**

#### ***Registration Fee:***

Registration fee for the Conference [to attend a Workshop; present a Paper/Round Table/Poster]:

-Early Bird Registration [by 30 June 2011]:

Member:	R2,300-00
Non-Member:	R2,700-00 [includes SAMEA membership fee for 1 year]
Student:	R1,500-00

-Later Registration: [by 31 July 2011]:

Member:	R3,000-00
Non-Member:	R3,400-00 [includes SAMEA membership fee for 1 year]
Student:	R1,600-00

-Name of Workshop applied to attend

Daily registration R1,500-00, Cash only (no frills).

Group discount 5 or more percent. Registration from average (10%)

Workshop fee:	Half-Day Workshop:	R765-00
	One Day Workshop:	R1,350-00
	Two Day Workshop:	R2,700-00

Cost of Workshop: R.....

-Exhibition table fee R5,000-00 per table (Max 10 tables).

-Total Payment: R.....

*Method of Payment [Choose one].*

By card	
By orde number	
Cash	

\*Card name: -Mastercard/VISA/other:.....;  
-Name of card holder:.....;  
-Expiry Date:.....;  
-Card number:.....;  
-Last 3 digits [on back of card]:.....; for R.....

\*Cheque: cheques should crossed, and made in favour of, South African Monitoring and Evaluation Association, for : R.....

\*Cash [only exceptionally, and by prior arrangement with the Secretary at, [info@samea.org.za](mailto:info@samea.org.za), and paid to the SAMEA Treasurer before the Conference], for:  
R.....