



March 12, 2025

Bozho,

The Language & Culture Department of the Gun Lake Tribe (also known as the Match-E-Be-Nash-She-Wish Band of Pottawatomi, is seeking engaging presentations from Bodwéwadmimwen educators and advanced students for the 2025 Language Conference. As in past years, the Language Conference will kick off all events and activities for the 2025 Pottawatomi Gathering. The Language Conference is scheduled for Monday and Tuesday, July 28-29, 2025. We are looking to offer four opportunities each day for breakout/small group sessions (lasting approximately 50 minutes each). Our Tribal Headquarters is in Shelbyville, MI, and this year's language conference activities will occur at both Hopkins High School and Jijak Camp (2558 20th St, Hopkins, MI 49328). The Adult Language Conference will take place at Hopkins High School, and the Youth (8-18 y/o) Language Conference will take place at Jijak Camp.

The Conference Planning Committee is seeking sessions that include practical, hands-on activities, as well as timely presentations in or on Bodwéwadmimwen. The Committee will review all presenters' letters of application submitted by **Sunday, May 11, 2025**. Each designated point of contact for the letters of application will receive notice(s) of approval for their presentation proposals by **Monday, June 9, 2025**.

The application process is simple, please send us a letter of application by mail or email, written or typed. In your letter of application, please include a presentation title, short description of your workshop idea, media and material needs, and a brief bio (250 words max) of yourself, helper, and/or team. Please submit multiple Letters of Application for different workshop ideas. On page 3 of this call for presenters, we have included an outline of topics and questions to consider when drafting your letter of application.

Please note the following:

1. The Language Departments of each Pottawatomi Band will be given a time slot upon request.
 - a. These presenters or teams of presenters will receive a donation to their Language Department in lieu of the standard presenter compensation package.
2. Presenters are encouraged to propose multiple workshops with these ages and language levels in mind:
 - a. Family (pre-school aged children and their caretakers)
 - b. Early Elementary (school aged youth entering K-2nd grade in Fall 2025)
 - c. Late Elementary (school aged youth entering 3rd-5th grade in Fall 2025)
 - d. Secondary (school aged youth entering 6th-12th grade in Fall 2025)
 - e. Adult Beginners (Adults with no or little prior language knowledge; Attendees looking to learn words and simple phrases)
 - f. Adult Intermediate (Adults interested in learning more complex grammar patterns and phrases)
 - g. Adult Advanced (Adults looking to enlarge their knowledge of language mechanics, teaching techniques, and other educational resources)

3. Compensation packages are available for individual presenters (and their helper, if needed) and team presentations.
 - a. If presenters require lodging, we will be able to provide one hotel room at the Gun Lake Casino Hotel for each presenter (or one presenter and one helper) listed in the Letter of Application. Presenters presenting for one day only will receive a hotel room for two (2) nights at the Gun Lake Casino Hotel, and Presenters presenting for both days will receive a hotel room for three (3) nights at the Gun Lake Casino Hotel.
 - b. Presenters and teams of presenters will receive a \$250 honorarium for each presentation provided during the Language Conference.
 - c. Up to \$300 will be provided as a mileage/travel reimbursement.
 - i. Reimbursement is based on the most economical method of transportation (by plane or automobile).
 - ii. If you fly, you will be reimbursed at the rate of a coach round-trip ticket (up to \$300).
 - iii. Mileage will be reimbursed at the GSA rate of reimbursement per mile (\$0.67 per mile), not exceed the cost of coach airfare ticket or \$300.
 1. If presenters are staff members of a Pottawatommi Band, mileage will be calculated from their Pottawatommi Band's Headquarters.
 2. All other presenters' mileage will be calculated from the mailing address provided with their Letter of Application.
 - iv. We will **not** reimburse presenters for rental cars.

*If you are selected, you will receive a presenter reimbursement form that you can complete and submit at the conference or send at the conclusion of the Language Conference to Frank Barker at the contact information below.

Please submit all Letters of Application by Sunday, May 11, 2025, to:

Franklin.Barker@glt-nsn.gov

OR

Gun Lake Tribe,
Attn: Language,
2872 Mission Drive,
Shelbyville, MI 49344

Migweth,

Frank Barker
Franklin.Barker@glt-nsn.gov or 269-397-1780

Point of Contact's Name
Point of Contact's Mailing Address
Point of Contact's Email
Point of Contact's Phone Number

Date of Submission by the Point of Contact

Dear 2025 Language Conference Planning Committee:

1. Presentation Title (This can be a working title, but all titles will need to be finalized by June 1, 2025)
2. Short description of your workshop idea
3. If not included in your description, please include the following:
 - a. Target Audience – Language Learning Levels and/or Age Ranges
4. Media and material needs (examples provided below)
 - a. PowerPoint
 - b. Video/Audio
 - c. Handouts
 - d. Supplies List (final list must be provided by June 1)
5. Presenter(s)'s Bio(s)
 - a. Point of Contact/Presenter 1 Bio
 - i. Government Name / Neshnabé Noswen (Optional)
 - ii. Tribal Affiliation
 - iii. Clan (Optional)
 - iv. Family/Genealogy-related Information (Optional)
 - v. What will you be teaching?
 - vi. Years of experience teaching
 - vii. Give us a little of your background and education (institutional and/or community-based)
 - viii. How did you come to learn about your topic? Why did you decide to become an expert on your topic?
 - ix. Is there any additional information you'd like to provide?
 - b. Presenter 2
 - i. Please follow same format as Presenter 1's Bio and also include a mailing address, email, and phone number for all supporting presenters or a presenter's helper.
 - c. Helper name and contact information (Bio is not needed)
6. T-shirt size

Migweth/igwiyen for your consideration.

Sincerely,

Point of Contact's Name