



# 2009 Fall Conference & Exhibition *Consultants' Corner* Proposal

You can download this document at [www.ColoradoNonprofits.org](http://www.ColoradoNonprofits.org).

Conference dates: October 29 and 30, 2009

**Submission Deadline: 5:00 p.m. Friday, June 26**

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Last year, more than 800 people came from all over Colorado and beyond. **Don't miss this opportunity to participate in Colorado's premier nonprofit conference!**

### **As a 2009 Fall Conference *Consultants' Corner* consultant, you will —**

- Have the opportunity to meet, network, and share your expertise with nonprofit professionals who want to learn about your topic!
- Receive a complimentary **half-day registration** to the conference (for the day on which you are scheduled to consult).
- Be eligible to register for a full day or both days of the conference at a discount.
- Appear in conference marketing and materials and on the Colorado Nonprofit Association web site ([www.ColoradoNonprofits.org](http://www.ColoradoNonprofits.org)).

### **About *Consultants' Corner***

- *Consultants' Corner* consulting sessions will connect nonprofit staff, board and volunteers with topic experts for answers to their questions. For instance, a CPA may provide advice about the new Form 990, or a consultant specializing in governance may provide advice about a board's fiduciary responsibilities.
- The sessions will be held during **afternoon** conference sessions.
- Conference attendees will have the opportunity to sign up with a consultant to talk about the topic of their choice.
- Consulting sessions will be 15-20 minutes each. One conference session (1 hour 20 minutes) will consist of **four back-to-back** consulting sessions.
- *Consultants' Corner* is an opportunity for you to introduce yourself to prospective clients, and we hope that these sessions will result in new business for you. However, we ask that you use these sessions to provide substantive answers to the best of your ability in the time allotted, and refrain from actively marketing products or services.

### **Selection Criteria**

Completed proposals must arrive at the Colorado Nonprofit Association offices by **5:00 p.m. on June 26**. You will be notified of the status of your proposal via email by Friday, August 7.

**Presentation proposals will be evaluated according to the following criteria:**

- Is the area of expertise relevant to the nonprofit sector?
- What references has the consultant provided?



# 2009 Fall Conference & Exhibition Consultants' Corner Proposal

Please complete one application form for each consultant.

1. Your area(s) of expertise:

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2. **Consultant** contact information (*We will use this to communicate with you about your presentation.*)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Web site: \_\_\_\_\_

*Are you completing this proposal on behalf of someone else? Please provide the name and contact information of the consultant in this space.*

3. Which day(s) of the conference are you available?

Thursday, October 29

Friday, October 30

4. **References**

Please list organizations for which you have provided consulting services:

Date	Organization	Services Provided	Contact Person and Phone Number

5. So we can better accommodate your needs, please indicate if you have a disability that will require special auxiliary aids and/or services:  Yes  No

If yes, please list your needs:

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6. Please provide us with a brief bio (50 words or less):

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## Agreement

Please initial as acknowledgement.

\_\_\_\_\_ **Selling or Promoting:** Consultant agrees to provide educational information only and to refrain from promoting or selling his/her products or services. Speakers who violate this policy will not be invited to speak at future conferences.

\_\_\_\_\_ **Change of Plans:** Speaker agrees to notify the Colorado Nonprofit Association immediately if plans change and speaker is unable to present.

\_\_\_\_\_ **No Right of Termination:** This agreement shall be binding on both Speaker and the Colorado Nonprofit Association, and there shall be no right of termination on the part of Speaker for the purpose of accepting a different engagement on the same date or on the part of the Colorado Nonprofit Association for booking a different speaker for the same engagement.

\_\_\_\_\_ **Indemnification and Hold Harmless.** Speaker agrees to indemnify, hold harmless, and defend the Colorado Nonprofit Association and its respective employees, officers, and agents for any and all alleged liability, loss, damage, claim, cause of action or expense resulting from speaker's presentation, both verbal and written, including libel, slander, violation of copyright, or misstatement of fact. In addition, Speaker shall not use copyrighted material in a presentation without obtaining prior written permission from author.

**READ and AGREED:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for taking the time to complete this proposal! Please return this information to:**

Sara Raab, Manager of Special Events & Projects  
Colorado Nonprofit Association  
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Denver, Colorado 80203  
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