



2009 Fall Conference & Exhibition Presentation Proposal

You can download this document at www.ColoradoNonprofits.org.

Conference dates: October 29 and 30, 2009

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

The Colorado Nonprofit Association Fall Conference has a reputation for top-notch speakers presenting timely, practical and relevant information to the nonprofit sector. Last year, more than 800 people came from all over Colorado and beyond. **Don't miss this opportunity to present at Colorado's premier nonprofit conference!**

As a 2009 Fall Conference presenter, 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 one-day registration to the conference (for the day on which you are scheduled to present).
- Be eligible to register a second day of the conference at the two-day discount.
- Appear in conference marketing and materials and on the Colorado Nonprofit Association web site (www.ColoradoNonprofits.org).

SELECTION CRITERIA

Completed presentation proposals must arrive at the Colorado Nonprofit Association offices by **5:00 p.m. on June 26**. The conference education committee will review and select proposals. 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 topic relevant to the nonprofit sector? Will it be of interest to the nonprofit staff, board members and volunteers who attend the Fall Conference?
- What unique perspective or expertise will this topic and presenter(s) provide?
- How will the topic fit into the conference topic areas? (See the list under question #1 on the following page.)
- Is the topic's focus clear and well defined? Will attendees feel that they learned what they came to learn?
- Will attendees feel that they learned solid, real-world information that they can put to use in their own organizations right away?
- How will the presenter(s) make the session engaging and interactive?
- What references have the presenter(s) provided indicating that they are knowledgeable and engaging speakers?



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Please complete one application form for each proposed presentation.

1. Please select the **one** topic area which best categorizes your presentation:

- | | |
|---|---|
| <input type="checkbox"/> Advanced Practitioner/Hot Topics | <input type="checkbox"/> Human Resources & Administration |
| <input type="checkbox"/> Board Development | <input type="checkbox"/> Marketing & Communication |
| <input type="checkbox"/> Executive Leadership | <input type="checkbox"/> Public Policy & Civic Engagement |
| <input type="checkbox"/> Fundraising & Development | <input type="checkbox"/> General/Other |

2. **Main presenter** 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: _____

Does your session include multiple speakers? You will have an opportunity later in the proposal form to provide information on additional presenters or panelists.

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

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

- Thursday, October 29 Friday, October 30

4. **For the first time**, conference sessions are available in two lengths of time – single or double sessions! How long will your session be?

Single session - 1 hour 20 minutes

- This is the preferred/ideal length for this session.
 Session can be modified to fit in this time allotment.

Double session (mornings only, 9:00 a.m.-12:00 p.m.)

- This is the preferred/ideal length for this session.
 Session can be modified to fit in this time allotment.

TIP:

In general, preference will be given to single sessions. **Double sessions** will be reserved for hot topics with broad appeal.

5. **References**

If you have presented at previous **Colorado Nonprofit Association** workshops, conferences or other events, please list the three most recent engagements:

Date	Conference/Event	Topic

If you have presented at **nonprofit events hosted by other organizations**, please list the three most recent engagements as well as your evaluation scores (if available) and contact person/phone number.

Date	Event and Hosting Organization	Topic	Evaluation Score	Contact Person and Phone Number



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6. Suggested presentation title:

The Colorado Nonprofit Association reserves the right to change presentation titles. Speakers will be notified of any such changes.

7. Please provide a **35-word description** of the session as it should appear in all promotional materials. *The Colorado Nonprofit Association reserves the right to change descriptions. Speakers will be notified of any such changes.*

8. List the primary skills/knowledge that the attendee will take home from your presentation. *These "take-homes" will be included in the session listings and other materials. The Colorado Nonprofit Association reserves the right to change descriptions. Speakers will be notified of any such changes.*

- A. _____
- B. _____
- C. _____

TIP:

The description and "take-homes" you provide will appear on the session listings. Think of these sections as your opportunity to market your presentation to conference attendees! Use this space to tell attendees why they should register for this session.

9. Why are you passionate about this presentation topic, and how do you share that passion with your audience?

10. What is your philosophy about adult learning styles, and how do you incorporate this philosophy in your presentation?

11. At which level is your presentation targeted? **Please select only one option.**

- Less Experienced (less than 5 years in the nonprofit sector)
- Experienced (more than 5 years in the nonprofit sector)

12. What is the format of your presentation? **Please select all that apply.**

- Lecture
- Group Discussion
- Case Studies
- Interactive Exercises
- Other (Please describe.)

- Panel (Please provide panel member names – **excluding yourself** – and indicate their perspective as it relates to the topic.)

Name and Job Title	Company	Perspective



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13. Please check the audiovisual equipment needed for your presentation:

Microphone(s) (Indicate number needed and types below. **Please check all that apply.**)

Standing: ___ (number) Table top: ___ (number) Lavalier: ___ (number)

Some session rooms may not be equipped with microphones. The Colorado Nonprofit Association will assign microphones to rooms on an as-needed basis dependent upon room size.

LCD projector (for PowerPoint) and projection screen

Flip chart and markers

Other (Please list.) _____

All rooms will be equipped with one 6-foot table for handouts and any other materials you wish to provide.

Check here if you can bring some or all of your own AV equipment. If so, what can you bring?

IMPORTANT NOTE: If you plan to use an LCD projector, please bring your own computer! The Colorado Nonprofit Association is unable to provide computers for conference sessions.

14. May we make your session handouts available online to conference participants?

Yes No My session will not provide any handouts.

15. Do you usually sell products (cassettes, CDs, books, etc.) when you give a presentation?

Yes No

16. Are your presentations ever sponsored by a particular company?

Yes No

If so, which company(s)? _____

May we contact them regarding a sponsorship for your presentation at the conference?

Yes No

If yes, contact/phone: _____

17. 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:

18. Please provide us with a brief bio (**50 words or less**) on each presenter:



Presentation Agreement

Please initial as acknowledgement.

- _____ **Session Rooms and Equipment:** Session rooms and available equipment will be determined and assigned at the sole discretion of the Colorado Nonprofit Association.
- _____ **Handouts:** Speaker agrees to make print-ready electronic versions of session handouts available to the Colorado Nonprofit Association by **Friday, October 2** for reproduction in quantity and for posting online (at www.ColoradoNonprofits.org). Acceptable file formats include PDF, Microsoft Word, and Microsoft PowerPoint. Please contact the Colorado Nonprofit Association if you plan to submit files in any other format.
- _____ **Selling or Promoting:** Speaker 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
455 Sherman Street, Suite 207
Denver, Colorado 80203
sara@ColoradoNonprofits.org
Fax: (303) 894-0161
Phone: (303) 832-5710 ext. 255