



2009 Fall Conference & Exhibition Roundtable Facilitator 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 facilitator, 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 present.
- 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).

Completed session 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.

About Roundtable Sessions

- Roundtable sessions will be **small-group** topic discussions planned and led by 3-5 facilitators. Please invite colleagues to join your facilitator team and work with them in advance to plan the discussion.
- Sessions will be 1 hour 20 minutes in length.
- Sessions should begin with at least 10-15 minutes of presentation and educational content from the facilitator team.
- The roundtable discussion segment should be small-group discussions, each led by a facilitator who guides the discussion *and* adds their own expert perspective to the conversation. This is an opportunity for attendees to present their challenges or questions about the session topic, and to hear solutions and answers from one another and from their group facilitator.
- Small-group discussions can break out around subtopics within the session topic, or simply split participants into smaller groups to allow for more interactive – and manageable – conversation.
- The session's discussion topics must be provided to the Colorado Nonprofit Association in print-ready electronic format by **October 2** for reproduction and distribution to all session participants. (See the last page of this proposal for more details.)

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?
- What references have the facilitators provided indicating that they are experienced facilitators with expert knowledge in their topic area?



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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. **Facilitator** contact information (*We will use this to communicate with you about your session.*)

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 **facilitator** in this space.*

Additional Facilitators

Name: _____ Job Title: _____
 Company: _____
 Phone: _____ Email: _____
 Web site: _____

Name: _____ Job Title: _____
 Company: _____
 Phone: _____ Email: _____
 Web site: _____

Name: _____ Job Title: _____
 Company: _____
 Phone: _____ Email: _____
 Web site: _____

Name: _____ Job Title: _____
 Company: _____
 Phone: _____ Email: _____
 Web site: _____

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

- Thursday, October 29 Friday, October 30



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4. **References**

If you have facilitated or 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 facilitated or 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

5. Suggested presentation title:

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

6. What are the goals of the session? What will outcomes be? 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.*

7. List the primary questions/issues that participants will discuss. *These 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. _____

8. At which level is your roundtable 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)

9. The Colorado Nonprofit Association may cap attendance at roundtable sessions to keep discussions to a manageable size. How many participants can your session accommodate? _____

TIP:

The description and issues 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.



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10. 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.

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

Yes No My session will not provide any handouts.

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

Yes No

13. 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: _____

14. 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:

15. 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:

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