

Request for Proposals 2010 Conference Workshop Presenters

SUMMARY

The 16th Annual Washington State Nonprofit Conference is proud to announce its request for proposals for workshop presenters' for the 2010 conference, being held on *April 29, 2010* at the Meydenbauer Center, Bellevue, Washington. This statewide conference is sponsored annually by Executive Alliance, Seattle University's Center for Nonprofit and Social Enterprise Management and the University of Washington's Nancy Bell Evans Center on Nonprofit & Philanthropy at the Evans School of Public Affairs.

This year we are looking forward to hosting a stellar conference with workshops made up of exceptional presenters and thought-provoking content that will engage participants and lend to the professional development and advancement of the nonprofit sector. The rigor of this year's proposal process has been increased, to ensure that the information presented aligns with the needs of the community and the sector as a whole.

This year's conference is expected to be power packed with relevant information that is bound to inspire any nonprofit professional. Your participation as a

conference presenter can contribute to the continued success of Washington State's nonprofits, its leaders, and communities while supporting scholarships for students at Seattle University's Center for Nonprofit and Social Enterprise Management and the University of Washington's Nancy Bell Evans Center on Nonprofits & Philanthropy at the Evans School of Public Affairs.

We invite you to join the 2010 conference team of professionals who will help deliver a wave of unprecedented information that will foster the growth and ambition of the nonprofit sector and add value to what we do as nonprofit professionals.

Please note that in order to be considered as a potential workshop presenter for the 16th Annual Washington State Nonprofit Conference, potential presenters must fulfill a professional development need for staff and executive leaders of nonprofits and the content of your materials may not be self promoting.

OBJECTIVE

The primary objective of the conference is to support and promote a powerful community of nonprofit professionals that value professional development and are equipped to explore ways to enhance the vitality of the nonprofit sector throughout Washington State.

PRESENTER GOALS (must align with the following):

- Support a professional and high caliber conference
- Maximize added-value for conference participants
- Provide focused and cutting-edge information
- Provide quality conference materials and service delivery
- Promote creative professional development opportunities
- Increase conference attendance and participation

AUDIENCE

Hundreds of professionals that serve in nonprofits, government, and higher education as well as the private sector will converge on this premier conference to seek professional development opportunities, connect with peers and to learn the latest tools and innovations that will help further the work of their organizational missions. Thus, the knowledge base of the conference attendees and the expectation of high quality content from presenters often varies with knowledge levels. However knowledgeable in their professions and their sub-sectors, attendees of the conference seek unique and innovative information. Conference attendees also seek challenging, as well as engaging content that is bound to inspire, solidify, motivate and challenge them to advance their thinking as well as broaden their vision.

This year's conference will provide nonprofit professionals throughout the region a chance to reflect on the issues facing nonprofits today. The conference includes nationally known keynote speakers, panels and sessions with local experts presenting essential tools and research results for continued excellence in serving our communities.

SPECIFIC CRITERIA

Due to the number and caliber of proposals received, we will only consider presentations that provide the following:

- An appealing and relevant workshop title, description and content that speaks to the targeted audience
- Workshop content for a 60-90 minute presentation;
- Practical and relevant information;
- Evidence of knowledge and skill in the subject area;
- If having a panel presentation – maximum of 2-3 panelists;
- **Full** workshop description and content.

REQUIRED DOCUMENTS

Please note that proposals that do not include all of the required documents, based on the following list, will be disqualified and rejected. Successful presenters shall provide the following documentation bundled in one pdf. document (please note that documents that are not bundled will not be accepted):

- Completed Application
- Bio and Resume (Required for all presenters)
- References – provide contact information and titles for 3 references
- Full Workshop Description & Content (description should be a max. of 3 lines)
- *Sample copy of handouts – Maximum of 5 pages
- *Sample copy of PowerPoint presentation – Maximum of 5 slides
- Website information, DVD's, video and/or other content regarding your presentation ability (if available)

TIMELINE

Item	Deadline
o Proposal Deadline	October 29, 2009
o 10-minute Presentation for Conference Committee (if selected & no video or DVD is submitted)	Week of November 16 th 2009
o Notification of Acceptance	by Nov 30th, 2009
o Workshop Handouts Due	December 14, 2009
o Workshop PowerPoint Due	December 14, 2009
o Request for AV & Other Equipment	December 14, 2009
o Mandatory Presenter Orientation	January 21, 2010
o 2009 Conference	April 29, 2010

HOW TO SUBMIT A PROPOSAL

Please submit (1) hard copy via mail and (1) electronic pdf. copy via email of your proposal to Executive Alliance:

Executive Alliance - Conference
508 2nd Avenue West
Seattle, WA 98119
E-mail: ygill@exec-alliance.org

Proposal Deadline: Thursday, October 29, 2009.

If you have any questions, and/or need additional information please contact:

Yalonda Gill Masundiré, Member Services Manager
206 328-3836 or e-mail: ygill@exec-alliance.org

WHAT: The 16th Annual Washington State Nonprofit Conference

WHEN: April 29, 2010

WHERE: Meydenbauer Center -- Bellevue, WA

MATERIAL REQUIRED (please bundle all documents in one pdf document):

- Completed Application
- Bio and or Resume (Required for each presenter)
- References – provide contact information for 3 references
- Full Workshop Description & Content
- Sample copy of handouts – submit only 5 pages for review
- Sample copy of PowerPoint presentation – submit only 5 pages for review

MATERIAL DUE BY: October 29, 2009

NOTIFICATION OF ACCEPTANCE: November 30, 2010

Please submit your answers to the following questions in your proposal:

1. What sets you and/or your workshop apart from other similar workshops?
2. What outcome and/or benefit does your presentation bring to this audience?
3. What will the audience walk away with (new tool, tip, confidence, etc), as a result of participating in this session?
4. What is your presentation format (i.e. discussion, interactive, lecture, panel etc.)?
5. Why do you desire to present at the Washington State Nonprofit Conference?



HOW TO SUBMIT A PROPOSAL

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Executive Alliance - Conference
508 2nd Avenue West
Seattle, WA 98119
ygill@exec-alliance.org

Proposal Deadline: Thursday, October 29, 2009.

If you have any questions, and/or need additional information please contact:

Yalonda Gill Masundiré
Member Services Manager
206 328-3836
e-mail: ygill@exec-alliance.org

*The Conference Committee is proud to once again host a "Green" conference. All presentation materials (handouts & PowerPoint slides) will be distributed via the conference website and/or on flash drives only. No printed copies will be distributed during the conference.

Presenter's Application

Please enclose this as the first page of your proposal

Complete information is required.

Presenter #1:

First Name: _____ Last Name: _____

Company/Organization name: _____

Address: _____

City State Zip _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Gender: Male or Female Minority: Yes or No

Presenter #2:

First Name: _____ Last Name: _____

Company/Organization name: _____

Address: _____

City State Zip _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Gender: Male or Female Minority: Yes or No

Presenter #3:

First Name: _____ Last Name: _____

Company/Organization name: _____

Address: _____

City State Zip _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Gender: Male or Female Minority: Yes or No

Workshop Information & Session Requirements

In preparation for your session, please complete the following information.

APPLICATIONS THAT ARE NOT COMPLETE WILL NOT BE ACCEPTED. Please note that a workshop description must include a maximum of 50 words/3 lines or less:

Workshop Title _____

Workshop Description (50 words or less) Include additional sheet if needed.

Length of Presentation? _____(On average sessions are 60 to 90 minutes)

Target Audience _____

Panel: Y/N (if yes, maximum of 3 panelists; submit bios/resumes on each) _____

Room Needs: (check all that are required)

- Flip chart
- Easel
- Podium
- Podium microphone
- Lapel microphone
- Laptop
- Will Bring Your Own Laptop
- Overhead projector
- Other _____
- Other _____