

2012 Washington State Nonprofit Conference Request for Proposals Workshop Presentations

SUMMARY

The 18th Annual Washington State Nonprofit Conference Planning Committee is proud to announce its request for proposals for workshop presentations. It is organized by Alliance FOR Nonprofits Washington, 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 look forward to hosting another stellar conference with workshops that will focus on the 2012 conference theme – **Extreme Makeover: the Nonprofit Way**. Through attracting exceptional presenters that will share thought-provoking content, attendees will experience professional development opportunities that will advance the nonprofit sector throughout Washington State.

WHAT: The 18th Annual Washington State Nonprofit Conference

WHEN: Friday, May 11, 2011

WHERE: Meydenbauer Center -- Bellevue, WA

OBJECTIVE

The primary objective of the conference is to gather, engage, and support a powerful community of nonprofit professionals to enhance the vitality of the nonprofit sector throughout Washington State.

AUDIENCE

Hundreds of professionals who serve in nonprofits, government, higher education, and the private sector representing organizations of varied sizes and sub-sectors, will converge on this premier conference seeking new information to sharpen their skills to achieve their professional and organizational goals.

WORKSHOP TRACKS/CATEGORIES

The following tracks represent the areas of focus for this year's conference. All Proposals will be reviewed according to the defined areas. Presentations are required to contain quality content that will speak to and/or align with the theme of Extreme Makeover: the Nonprofit Way and with one or more of the defined areas:

- Advocacy** – (How to's; Public Policy; Do's & Don't's)
- Communications** – (e.g. social media; HIPPA laws; tools & techniques; marketing)
- Governance** – (Roles & Responsibilities; Legal; ED/Board Relations; Grassroots to Strategic;)
- Leadership** – (succession planning; emerging leaders)
- Operations** – (HR/Talent; Finance; Strategic Planning;)
- Resource Development** – (e.g. fundraising; social enterprise; volunteer management)

Please note that in order to be considered as a potential workshop presenter for the 18th Annual Washington State Nonprofit Conference, presentations must fulfill a professional development need for staff and executive leaders of NPOs. Content and materials may not be self promoting and/or used to promote a business product or service.

PROPOSAL CRITERIA

PRESENTATIONS must:

- Support a professional and high caliber conference;
- Relate meaningfully to the conference theme **Extreme Makeover: the Nonprofit Way**
- Help to attract conference attendance and participation;
- Maximize added value for conference participants;
- Provide focused and relevant information based on the presented title & description;
- Consist of quality materials and service delivery;
- Promote creative professional development opportunities.

SPECIFIC CRITERIA

Due to the number and caliber of proposals received, presentations will only be accepted based on the following:

- An appealing and relevant workshop title, description and content that speaks to the defined targeted audience & to the theme **Extreme Makeover: the Nonprofit Way**
- Workshop content for a 60 minute presentation;
- Practical and relevant information;
- Evidence of knowledge and skill in the subject area;
- If applicable, a panel presentation with a maximum of 3 panelists;
- **Full** workshop description and content;
- Meet the proposal deadline of November 16, 2011 by 3:00 p.m.

PRESENTER QUESTIONS

Please include your answers to the following questions in your proposal.

1. What sets you and your workshop presentation apart from other similar workshops?
2. What outcomes and benefits does your presentation bring to this audience? What will the audience walk away with (new tool, tip, confidence, etc), as a result of participating in this session?
3. What is your presentation format (i.e. discussion, interactive, lecture, panel etc.)?
4. How would you best describe your presentation style?

REQUIRED DOCUMENTS

Successful presenters will provide the following documentation bundled **in one zip file**. Save each piece of your information with your name. (last name first first name last.doc)

- Completed Application (Word Doc)
- Full workshop description & content - maximum of 200 words (Word Doc)
- Answers to presenter questions (Word Doc)
- Bio (max 50 words) and Resume (max 1 page) Required for all presenters (Word Doc)
- References – provide contact information and titles for 3 references (Word Doc)
- Website information, DVD's, video and/or other content regarding your presentation ability (if available)
- *Sample copy of handouts – Maximum 5 pages (Word Doc)
- *Sample copy of PowerPoint presentation – Maximum 5 slides (PowerPoint Doc)
- High resolution professional head & shoulders photograph (jpg file only)

*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 print copies will be distributed during the conference.

TIMELINE

| Item | Deadlines |
|---|----------------------------------|
| Proposal Deadline | November 16, 2011 by 3 PM |
| Notification of Acceptance | Late December |
| Workshop Handouts Due | January 20, 2012 |
| Workshop PowerPoint Due | January 20, 2012 |
| Request for AV & Other Equipment | January 20, 2012 |
| 2012 Conference | May 11, 2012 |

HOW TO SUBMIT A PROPOSAL

Submit one (1) hard copy via mail and **one (1)zipped file of your proposal** to Alliance FOR Nonprofits Washington:

Alliance FOR Nonprofits Washington – Nonprofit Conference
508 2nd Avenue West
Seattle, WA 98119

E-mail: conference@allianceofnonprofitswa.org Save each piece of your information with your name. (last name first first name last.doc)

Proposal Deadline: Wednesday, November 16, 2011 by 3:00 p.m.

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

Yalonda Gill Masundiré, Member Services Manager/Conference Director
206 328-3836 or e-mail: conference@allianceofnonprofitswa.org

PROPOSALS DUE BY: November 16, 2011 by 3:00 p.m.

NOTIFICATION OF ACCEPTANCE: Late December

Application

Please enclose this form as the first page of your proposal

All documents must be submitted in one zipped file via email. Please note that documents that are not bundled in a zip file will not be accepted.

PRESENTER CONTACT INFORMATION

Presenter #1: (*Required Information)

*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: (*Required Information)

*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: (*Required Information)

*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

Workshop Title

Workshop Description (maximum 200 words)

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

Target Audience (select two max)

- | | |
|--|---|
| <input type="checkbox"/> Board Members | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Development/Fundraising | <input type="checkbox"/> Program Staff |
| <input type="checkbox"/> Emerging Leaders (new & future) | <input type="checkbox"/> Seasoned Leaders (20+ yrs exp) |
| <input type="checkbox"/> Executive Directors/CEOs | |

Presentation Category/Track (select one)

- Advocacy** – (How to's; Public Policy; Do's & Don't's)
- Communications** – (e.g. social media; HIPPA laws; tools & techniques; marketing)
- Governance** – (Roles & Responsibilities; Legal; ED/Board Relations; Grassroots to Strategic;)
- Leadership** – (succession planning; emerging leaders)
- Operations** – (HR/Talent; Finance; Strategic Planning;)
- Resource Development** – (e.g. fundraising; social enterprise; volunteer management)

Panel: No Yes (if yes, maximum of 3 panelists; submit bios/resumes on each)

I can fully meet all deadlines Yes No Missed deadlines will eliminate your proposal any time prior to the conference.

I agree to offer my workshop multiple times, if needed. Yes No (Workshops that are of high demand based on data received from pre-registration may be requested to present multiple sessions).

Room Needs: Each room will be equipped with a laptop, projector, easel & flip chart, podium, & podium microphone

Do you foresee needing any other items and if so what? _____

MATERIAL REQUIRED (bundle all documents in one zipped file): Check off each box to indicate it was included in your proposal.

- Completed Application (Word Doc)
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