



## 2020 ATD-MAC Event Speaker Proposal Form

The ATD-Madison Area Chapter is accepting Speaker Proposal Forms for the 2020 program year. Please complete the form below and submit it by email to [VP.ProDev2@atdmac.org](mailto:VP.ProDev2@atdmac.org).

A committee will be reviewing submissions and finalizing the calendar later this year. You may be contacted to follow-up on your RFP.

To help you think through your proposal, we've provided a list of topics our membership would like to know more about. Our members are specifically interested in higher level knowledge and content with the below topics given their current level of expertise.

- Learning and Development Leadership
- Leadership Development
- Facilitation tools
- Virtual Facilitation
- Learning technologies including: updates, reviews, comparisons of products
- Needs Assessment
- Organizational and leadership buy-in and culture change
- Consulting (internal or external)

### General things to note:

- Given our non-profit status, we have a limited budget for speakers, so many of our presenters, generously donate their time.
- **Our participants expect interaction and engagement through-out their session. Please be prepared to demonstrate this below.**
- We also are unable to accommodate videotaping of presentations.
- If you opt to use handouts, we send those to participants 1-2 days in advance of the meeting for participants to print.

## **We have two (2) options for meeting format**

### **Option 1 – In Person/Virtual Classroom Style**

- Our meetings are 2 1/2 hours long.
- The first 1/2 hour is networking for members
- An ATD board member will welcome the group, make any announcements and introduce the speaker.
- Presenters then have 2 hours for their portion of the program. However, please plan to provide a 10-minute break and about 5 minutes at the end for a board member to wrap-up.

### **Option 2 – Coffee Connection Style**

- These meetings are much more informal and do not involve PowerPoint/videos/etc.
- Typically held at a coffee shop or bar
- Round table style
- Examples of past events include a review of the state of the industry and a review of the ATD certifications
- Usually a handout of some sort is provided

Thank you for your interest in presenting at our Chapter meetings!

## **Contact Information**

*Note: All contact information you provide us will remain confidential. We will only use it for purposes of contacting you regarding your proposal.*

- *Name:*
- *Job Title:*
- *Company:*
- *Phone:*
- *Email:*
- *Certifications (CPLP, SPHR, etc.):*
- *Social media handle:*
- *ATD-MAC Member? Yes No*
- *National ATD Member? Yes No*

## **Presentation Information**

- *I am interested in presenting the following style event:*
  - Option 1: In Person/Virtual Classroom Style event*
  - Option 2: Coffee Connection Style event*
- *Proposed Presentation Title:*
- *Presentation Description:*

- *Session Objectives:*
  - *Our membership has indicated they would like to learn more in several specific areas. How do your objectives support the memberships' expressed learning needs provided at the beginning of this application?*
  
- *What makes your presentation unique compared to other presentations on the same topic (methods, your credibility, etc.)?*
  
- *As part of our 2020 RFP requirements, we would like to view a sample of the presentation and/or materials you will be sharing with us. Please provide **at least two (2)** of the below options with your completed submission form:*
  - *Agenda and/or objectives*
  - *Approx. 7-10 content slides of your presentation (please note these do not have to be in final format)*
  - *A video clip of you presenting (this does not have to be the topic you want to present on. This can be very informal and captured via your phone (i.e. you don't have to be in front of an audience).*
  - *A copy of your participant handouts*
  - *A breakdown of the interactive elements you intend to provide the audience*

- *You will be allotted 90 minutes of presentation time for our formal classroom/virtual style event. For our coffee connection style event, you would be allotted about 60 minutes' instruction time. We want this time to work for you as our presenter, but also for our attendees. We continue to receive feedback that our guests want more interaction and engagement during our events. What will you do that will help ensure interaction and engagement is available for attendees?*

## **Professional Information**

- *Brief bio (150 words or less) of yourself and your experience in the proposed topic area:*
  
- *Please provide a book you feel would align well with this topic that could be used as a giveaway during the session.*

## **Speaker availability**

Please indicate which months would work for you to present at a chapter meeting. Note most meetings are the 3<sup>rd</sup> Thursday of the month from 2-4pm. We can be flexible with dates, but please check all months that would work for your schedule in connection with the 3<sup>rd</sup> Thursday:

February  
March  
April  
May  
June  
July  
August  
September  
October  
November