



## Request for Proposals for Workshop Presenters

Conference date: May 21, 2019

Meydenbauer Center, Bellevue

The Washington State Nonprofit Conference strengthens the nonprofit sector in Washington by bringing together nonprofit leaders to learn, connect, inspire and be inspired. Washington Nonprofits manages the conference with the support of many partners, advisors, and sponsors. On May 20, 2019, deep-dive pre-conference tracks will cover volunteer management, fundraising strategy, and risk strategy.

For 2019, we are seeking to present a conference that serves both new and seasoned nonprofit leaders. The Conference is guided by the following values:

- **Stories from the field:** Learning from the lived experiences of nonprofit leaders across Washington State. We are committed to hearing from practitioners and providing more opportunities for attendees to learn from each other and problem-solve together.
- **Increasing equity:** Building commitment to and action for equity within our organizations and our communities.
- **Staying current:** Opportunities to engage with current events and strategies for leading in uncertain times.
- **Going green:** This year the conference will focus on people, minimize paper and move toward earth-friendly practices.

We are particularly seeking workshops that align with these values and those that touch on the following themes:

- Connection, networking and collaboration
- Achieving and measuring impact
- Effective use of technology
- Public policy advocacy and voice
- Leadership and talent management
- Working effectively across generations
- Nonprofit fundamentals

However, we also want to invite you to put forward the topic and approach you feel nonprofits most need to hear and wrestle with today. We are particularly interested in hearing voices from across Washington. If you are a consultant, we encourage to you include the voices of nonprofit staff or other practitioners in your presentation.

**Please note:** This conference is produced by a nonprofit organization. Our goal is to keep the cost as low as possible for our attendees. We cannot reimburse stipends or travel expenses. We do provide free entrance to the conference, which includes lunch.

## **Audience**

Our attendance consists of nonprofit leaders and staff, philanthropic leaders, firms providing resources to nonprofits, consultants, and practitioners. We anticipate over 600 people this year from across Washington.

## **Workshop Specifics**

**Length:** 1:15min

**Locations:** Breakout rooms near the main ballroom; each room hold 60 depending on set up

**Number:** There are 6 concurrent workshops at any one time.

We want conference workshops to be interactive, inspiring, informative, and memorable. We have reviewed evaluations from past years and are confident that attendees want this as well. If you can craft 75 minute workshop that will actively engage participants, deliver a solid message about a key issue facing the sector, and send attendees away with several identifiable lessons learned, we invite you to submit your proposal!

## **Proposal Process**

RFP Process Opens	December 3, 2018
Proposal deadline	January 31, 2019
Notification of acceptance	February 15, 2019
Final program description	February 22, 2019

## **Criteria**

Proposals will be evaluated according to the following criteria:

- A. Does the proposal include tactical and relevant information for a 75-minute presentation to a nonprofit audience?
- B. Are there ample opportunities for discussion and interactivity among participants?
- C. Is the presenter knowledgeable in the topic area?
- D. Does the workshop represent a diverse experience, point of view, or somehow draw on the perspectives of communities not represented in other workshops?
- E. Will the presentation deliver tangible learning takeaways to participants?
- F. Is the workshop content appropriate for a general nonprofit audience, or does it target a specific subset (e.g. executive directors) with tailored information?
- G. Does the presenter avoid self-promotion or selling of products?

A selection committee of nonprofit leaders from across Washington reviews proposals.

## Learn More

### What to Know About Submitting a Proposal

Washington Nonprofits is hosting a webinar on **January 10, 2019 at 10:00am** for people interested in submitting workshop proposals. You will learn more about the process, what kind of proposals tend to do better with the selection committee, and how else you can get involved in the conference. The webinar will be recorded. Even if you are unable to join us on January 10, register for the webinar and receive the recording afterwards.

### Train the Trainer: How to deliver an excellent workshop

Washington Nonprofits has scheduled its annual “Train the Trainer” series for February 26 and March 26, 2019, in time for Conference presenters to join. Whether you are selected or not, we strongly encourage anyone with an interest in training to attend.

Visit [www.washingtonnonprofits.org](http://www.washingtonnonprofits.org) to register today.

## Submit a Proposal

We are using a Google Drive Form to collect workshop proposals. All submissions will receive an email confirming receipt of the proposal, so please contact Tom Lang at [learning@washingtonnonprofits.org](mailto:learning@washingtonnonprofits.org) if you do not receive this confirmation.

### [Workshop Proposal Submission Form](#)

Or paste this link into your browser for the form:

[https://docs.google.com/forms/d/e/1FAIpQLSdhZ8ve662btOBEwodYpWtqHg4nnK\\_NfDXOIKK1kyH4q1k\\_lg/formResponse](https://docs.google.com/forms/d/e/1FAIpQLSdhZ8ve662btOBEwodYpWtqHg4nnK_NfDXOIKK1kyH4q1k_lg/formResponse)

The proposal covers three main areas:

#### 1. About the presenter(s)

- Presenter name, contact information, and brief biography
- There is space for additional presenters is a group/panel session.

#### 2. About the workshop

- Workshop title
- Description of workshop (500 words or less)
- Target audience (type and experience level)
- Target audience (more information)
- Key take-aways
- Description of how the workshop will be interactive
- Description of how you engage diverse perspectives

### Questions?

Please contact Tom Lang at [learning@washingtonnonprofits.org](mailto:learning@washingtonnonprofits.org) or 855-299-2922.