



2019 CALL FOR SESSION PROPOSALS

Thank you for your interest in submitting an education conference session proposal for the 2019 AFP Conference, to be held March 31 - April 2, 2019, in San Antonio, TX. This conference offers the best educational opportunities for fundraising professionals from around the world. Your participation can enrich the experience and enlighten our participants. This year, we will be accepting proposals for pre-conference workshops and education sessions including the Rebels, Renegades and Pioneers Track.

***Please review carefully the information in this document before submitting your proposal. ***

PDF version of the 2019 Call for Sessions Proposal form. This is for informational purposes only. In order to be reviewed, ALL proposals must be submitted via the online proposal system.

AFP Conference Education Session Tracks

Current and Prospective Donor Research (which includes: Donor Acquisition, Donor Retention, Donor Giving Patterns, Data Analysis Techniques, Data Gathering Techniques, and Data Management System)

Securing the Gift (which includes: Direct Mail, Case Statement, Gift Agreements, Proposal Writings, Special Events, Social Media, Sponsorships, Annual Giving, Capital Campaigns, Bequests, and Major Gifts)

Relationship Building (which includes: Cultivation and Stewardship, Communications, Incentives, Culture of Philanthropy, and External Spheres of Influence)

Volunteer Involvement (which includes: Recruitment, Governance Principles and Models, Skills Training, Value of Diversity and Community Representation, Board/Staff Roles in Governance and Management, and Organizational Culture)

Leadership and Management (which includes: Strategic Planning, Fundraising Plan, Financial Management, Marketing and Public Relations Principles, Human Resource Management, and Effective Leadership)

Ethics, Accountability and Professionalism (which includes: Accountability and Ethics, Advocacy and Public Policy, Accounting and Investment Principles, Transparency, and Continuing Professional Development Opportunities)

Trends and Innovation (which includes: Entrepreneurship, New Fundraising Practices, Technology, and Big Ideas)

Rebels, Renegades and Pioneers (Topics that challenge the status quo; are "radical" and controversial; ask cage-rattling questions; address things that are radically impacting or changing the sector; and/or address a current issue.

Proposal Review Process

Proposals are selected by AFP staff based on recommendations from the Conference Education Advisory Committee ("Committee"), a team of volunteers that represents the diversity of AFP's international membership.

The Committee meets 2-3 times per year, including a required in-person meeting each June, to review and rate proposals. The following criteria are taken into consideration:

- Current relevance to the profession and contribution to the conference program in terms of topic, sector, and experience

- Evidence of innovative thinking and fresh insights
- Research-based content (where appropriate or relevant)
- Knowledge and expertise of speaker
- Previous speaking experience and session ratings
- Interactivity/engagement with session attendees
- Diversity of speaker background, experiences, perspective, and ideas
- Demonstrated thought leadership in the field

The lead speaker who submits the proposal will be notified of its status, accepted or not, by October 1st. **Note: Each year AFP receives more proposals than can be accommodated. For instance, AFP received 470 proposals for 70 sessions for the 2017 conference in San Francisco. Having a proposal turned down may not constitute a judgment on its quality.**

Proposal Submission & Speaker Guidelines

Please note the following guidelines:

1) Proposal Submission Method and Deadline -- Proposals must be submitted online at <http://afpnet.org/2019speakers>. The call for conference session proposals portal will close May 7, 2018 at 11:59 PM EST.

2) Eligibility to Submit Proposals --

- AFP welcomes proposals from members and non-members.
- AFP encourages both new and experienced speakers, including those speakers who can provide diverse perspectives.
- AFP welcomes proposals from international speakers to highlight the innovative and impactful work occurring in philanthropy around the world.
- Potential speakers must disclose any affiliations with for-profit organizations, and if selected are expected to speak as private individuals and not representatives of the organization. To present a session on behalf of a for-profit organization, potential speakers should contact AFP Professional Development Department at ProfessionalDevelopment@afpnet.org, to inquire about sponsored sessions.
- Members of the current Conference Education Advisory Committee are not eligible to submit proposals while serving. However, AFP reserves the right to select Committee members to speak in order to fill gaps in programming, as needed.
- Speakers can submit multiple proposals for consideration. If you choose to submit more than one (1) session proposal, please indicate your priority by placing an **asterisk** after your session title.

3) Speaker Profiles – All speakers must provide a 75-word biography in the proposal. For proposals with more than one speaker, a lead speaker should be identified as the primary contact. Note that any changes to proposed speakers or the session itself must be vetted by the Committee and approved by AFP staff.

4) Session Day and Time – Sessions are scheduled throughout the conference and speakers cannot be given a preference or choice regarding their day and time slot.

5) Session Format – AFP encourages different session formats and styles to share information and engage attendees (not the traditional podium and PowerPoint presentations). Interactivity is key!!

6) Session Technology – AFP provides an LCD projector, screen, and microphone in every session room; availability of Internet connections will vary by conference site. Speakers may be required to provide their own laptops and adapters.

7) Session Slides & Handouts – Speakers must use the approved AFP format for session presentation slides. Speakers are strongly encouraged to post session slides and handouts on the conference website prior to the start of

conference, so that attendees can view and print ahead of time. AFP does not enable onsite copying or other distribution.

8) Complimentary Registration (*Limited to 4 speakers per session*) -- Conference sessions are generally considered contributions to the profession. Speakers who abide by all obligations and deadlines will receive complimentary registration for the day of their session, and will have the option to register at a discounted rate for the rest of the conference.

9) Additional Guidelines – Please note:

- All speakers must abide by the Speaker Policy and Standard Guidelines, and electronically agree to the Speaker Policy via the online Speaker Service Center.
- By participating in the conference, speakers agree that their session(s) may be recorded and/or streamed and sold by AFP, with no monetary benefit or revenue share accruing to the speaker.
- Speakers may not promote their organization, products or services as part of their presentations. Sessions and session content—including sponsored sessions—must be of an educational nature only.
- Book authors may use and reference their books during sessions, but may not sell anything. Any author wishing to make direct sales must rent exhibit space.
- AFP is unable to provide financial compensation to speakers.

1. PROPOSAL INFORMATION **[ALL FIELDS ARE REQUIRED]**

SESSION CATEGORY: **[Select only one]**

- Pre-Conference Workshops
- Education Session
- Rebels, Renegades and Pioneers Track

SESSION TITLE:

(Example: *How to Run a Successful Capital Campaign While Keeping the Annual Fund Alive*)

EDUCATION SESSION TRACK: **[Select only one]**

Choose the track in which this presentation will be presented.

- **Current and Prospective Donor Research** (which includes: Donor Acquisition, Donor Retention, Donor Giving Patterns, Data Analysis Techniques, Data Gathering Techniques and Data Management System)
- **Securing the Gift** (which includes: Direct Mail, Case Statements, Gift Agreements, Proposal Writing, Special Events, Social Media, Sponsorships, Annual Giving, Capital Campaigns, Bequests and Major Gifts)
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- **Leadership and Management** (which includes: Strategic Planning, Fundraising Plan, Financial Management, Marketing and Public Relations Principles, Human Resource Management, Effective Leadership)
- **Ethics, Accountability and Professionalism** (which includes: Accountability and Ethics, Advocacy and Public Policy, Accounting and Investment Principles, Transparency, Continuing Professional Development Opportunities)

- **Trends and Innovation** (which includes: Entrepreneurship, New Fundraising Practices Technology and Big Ideas)
- **Rebels, Renegades and Pioneers** (Topics that challenge the status quo; are “radical” and controversial; ask cage-rattling questions; address things that radically impacting or changing the sector; and/or address a current issue.

SESSION HISTORY: Is the content of this session/presentation original?

- Yes
- No ... **If No,**
 - Has the session been presented at a previous International Fundraising Conference? If so, when and what is different? (not to exceed 50 words).

LEARNING OUTCOMES: Provide a short overview of what you plan to cover and what participants can expect to take away from the presentation (not to exceed 150 words).

CASE STUDY SESSION: Is the presentation a case study? If so, is it applicable to other fundraising situations.

AUDIENCE ENGAGEMENT: Please describe how you intend to make the session interactive and engage the audience. (Not to exceed 50 words.)

AUDIENCE DESCRIPTION: of audience level for which the content is appropriate **[Select only one]**

- Novice
- Intermediate
- Advanced

PROMOTIONAL PARAGRAPH:

Provide a description of your presentation for promotional purpose (not to exceed 50 words).

2. SPEAKER INFORMATION **[ALL FIELDS ARE REQUIRED]**

Lead Speaker	
First Name	
Last Name	
Email	

Business Title	
Mobile Phone	
Work Phone	
Company	
Address	
City	
State/Province	
Country	

Co-Speaker	
First Name	
Last Name	
Email	
Business Title	
Mobile Phone	
Work Phone	
Company	
Address	
City	
State/Province	
Country	
Co-Speaker	
First Name	
Last Name	
Email	
Business Title	
Mobile Phone	
Work Phone	
Company	
Address	
City	
State/Province	
Country	

I DEFINE MY GENDER AS: [Select only one]

- Man/Male/Masculine
- Transgender Man/Male/Masculine
- Transgender Woman/Female/Feminine
- Woman/Female/Feminine
- Gender non-conforming or Gender queer
- Intersex or other related terms
- Prefer to self-describe
- Prefer not to say

I IDENTIFY MY MAIN ETHNIC BACKGROUND AS: [Select only one]

- Aboriginal People (e.g., North American Indian, Metis, or Inuit)
- African-American/Black (not of Hispanic origin)
- Alaskan Native
- Arab
- Asian (Chinese, Japanese, Korean, Filipino)
- Caribbean (West Indian)
- Caucasian/White (not of Hispanic origin)
- Hawaiian
- Hispanic/Latino
- Multi-Ethnic
- Pacific Islander

- Samoan
- South Asian (e.g., East Indian, Pakistani, Sri Lankan, etc.)
- Southeast Asian (e.g., Vietnamese, Cambodian, Malaysian, Laotian, etc.)
- West Asian (e.g., Iranian, Afghan, etc.)
- Other:
- Prefer not to answer

I AM A: [Select only one]

- Practitioner
- Consultant
- Other

I AM CURRENTLY A MEMBER OF THE ASSOCIATION OF FUNDRAISING PROFESSIONALS (AFP):

- -Yes (Which Chapter? _____)
- No

CERTIFICATIONS: [Select all that apply]

- ACFRE
- CFRE
- CPGS
- FAHP
- CAE
- AFP Master Trainer
- Other:

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT:

I require specific aids or service at the event location. Please indicate type of need(s).

Sensory impairment or disability:

- Visual
- Audio

Mobility impairment or disability:

- Please list your specific needs
- No ADA services required

SPEAKER PROFESSIONAL BIOGRAPHY: Please provide a brief professional biography (not to exceed 75 words) and a photo. The following information may be included: Current professional / occupation description, Summary of positions, businesses, professional accomplishments, Educational qualifications.

ATTACH YOUR PROFESSIONAL PHOTO:

Image must be either a .jpg or .gif file, and a minimum size of 500x500 pixels, to be used in all mediums.

SPEAKER AND SESSION RATINGS: List last five speaking engagements and ratings if available.

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SPEAKER AGREEMENT: By submitting this proposal, I agree to adhere to all submission criteria and guidelines, and in case of default acknowledge that AFP reserves the right to withdraw the invitation. Further, I understand that, if invited to speak at the International Fundraising Conference, I along with any co-speakers will be required to sign the AFP Speaker Policy agreement.

- I Accept
- I do not accept

SAMPLE