



2014 UNA Annual Conference

Request for Proposals – Breakout Sessions

“Leading Together As Forces For Good”

September 18, 2014

8:00 a.m. – 4:00 p.m.

Utah Cultural Celebration Center

West Valley City, UT

Request for Proposals:

UNA requests breakout session presentation proposals for the 2014 Conference that are relevant, practical, original, and thought-provoking. The conference theme is: “Leading Together as Forces for Good.” The conference will focus on equipping nonprofits with innovative tools to navigate the changing economic, social, cultural and political landscape.

Conference Audience:

The UNA Conference attracts approximately 350 participants—including attendees, exhibitors, and presenters—from around the state. The majority of attendees are from nonprofit organizations, with a portion of attendees from the for-profit sector.

Registration:

If you are chosen to present, we invite you to join us for the conference at no cost. UNA will not provide additional honoraria for the breakout sessions at the 2014 Conference. Presenters should cover all their individual travel expenses.

UNA Policy on Breakout Session Content:

UNA conference sessions are noncommercial. Individuals should refrain from using brand names and endorsing specific products. Under no circumstances should a conference podium be used as a place for direct promotion of a speaker’s product, service, or monetary self-interest.

Proposals are due by May 16, 2014. We expect to inform applicants of our decisions about participation by June 14, 2014.

Please note that our committee will select sessions that:

- are as interactive, practical, and skills-based as possible
- address topics that participants may not know about or address old topics in a new way
- include some time for questions and answers within the allotted timeframe
- have clear learning objectives that are related to the theme of the 2014 conference

All proposals should be submitted by mail, fax, or email to:

UNA Conference Coordinator

Utah Nonprofits Association

231 East 400 South, Suite 345, Salt Lake City, UT 84111

Fax 801/596-1806

pshreve@utahnonprofits.org



2014 UNA Annual Conference

Request for Proposals – Breakout Sessions

Name: _____

Title: _____

Organization/Business: _____

Address: _____

City/State/Zip: _____

Email: _____ Phone: () _____

Suggested presentation title: _____

Please limit your title to no more than 60 characters. UNA may edit presentation titles. Presenters will be notified of any such changes.

Please list your learning objectives. Learning objectives are not a list of topics you will cover. They are what participants should know or be able to do at the end of your workshop. Please be as specific as possible.

“At the end of my workshop, participants will be able to...

Please list AT LEAST THREE practical skills/knowledge that the attendee will take away.

1. _____
2. _____
3. _____

Check all audiences that your workshop will target:

- | | |
|--|---|
| <input type="checkbox"/> Executive Directors | <input type="checkbox"/> Government Leaders |
| <input type="checkbox"/> Nonprofit Board Members | <input type="checkbox"/> Business Leaders |
| <input type="checkbox"/> Students/job seekers | <input type="checkbox"/> Donors / Philanthropists |
| <input type="checkbox"/> Program staff | |
| <input type="checkbox"/> Experienced Managers | |
| <input type="checkbox"/> New Managers | |
| <input type="checkbox"/> Development Professionals | |
| <input type="checkbox"/> Finance | |
| <input type="checkbox"/> Volunteers | |
| <input type="checkbox"/> Other: Please specify _____ | |

Individuals attending your presentation should have what level of experience?

- _____ Less Experienced (New nonprofit leader or new to the nonprofit field)
- _____ Intermediate (2-5 years of nonprofit experience)
- _____ Experienced (Nonprofit leader or employee with 5-plus years nonprofit experience)
- _____ Other: Please describe _____

What size organization does your presentation target? (Check all that apply)

- Small
- Large
- Both

What types of organizations does your presentation target? (Check all that apply)

- Education
- Environment and Animals
- Health
- Human Services
- International/Foreign Affairs
- Mutual/Membership Benefit
- Public, Societal Benefit
- Religion Related
- Other: _____

What timeframe do you prefer?

- 50 min
- 1 ½ hours
- I could do either timeframe.

Breakout Session Description: Please do not exceed 150 words.

This description will be basis for all promotional materials. (Write it here or attach.)

UNA may modify descriptions. Presenters will be notified of any such changes.

Breakout Session Outline (learning activities) – attach another sheet if needed

This information is for UNA use only and will not be shared with participants.

Please select the choices that best describe your presentation:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Interactive | <input type="checkbox"/> Case study |
| <input type="checkbox"/> Facilitated round table discussion | <input type="checkbox"/> Role play |
| <input type="checkbox"/> Lecture/presentation | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Panel | |

Are you willing to participate in a panel discussion of your topic?

- Yes
 No

Technology Needs

- | | |
|---|--|
| <input type="checkbox"/> TV/VCR | <input type="checkbox"/> Projection Screen |
| <input type="checkbox"/> DVD player | <input type="checkbox"/> Internet access |
| <input type="checkbox"/> LCD projector | |
| <input type="checkbox"/> Other (Please list.) _____ | |

Presenters must provide their own laptop, flip charts and markers if needed for presentation.

Please list any speaking or presentation engagements you've had in the past two years.

So we can better accommodate your needs, please indicate if you have a disability that will require special auxiliary aids and/or services: _____ Yes _____ No

If yes, please list your needs: _____

Please provide us with a 50-word bio of yourself. (Attach any panel member/co-presenter bios.)