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Workshop Presentation Application

District 57 Annual Conference 2020

**Conference Theme**: Empowerment

**Location:** The Roundhouse Market & Conference Center, San Ramon

**Conference Date:** April 25, 2020

**Application Due Date**: November 1, 2019

**Submit Application to**: [Conference@D57tm.org](mailto:Conference@D57tm.org%20)

**Submission Procedure**:

* Your session must be 50 minutes
* Complete the Presenter Application below. Fields expand to accommodate your information
* Review your application for completeness and accuracy
* Applications must include a 5 to 7 minutes video with a segment of your workshop.
* Application must include an outline of your workshop
* Applications must include a digital portrait image (headshot, 150dpi resolution).
* You will receive an email confirming receipt
* Incomplete or late proposals will not be considered

Conference Presenter Application

* **Presenter Contact Information**
* Name:
* Phone Number:
* Email Address:

If currently in Toastmasters:

* Current TM Designation (CC, ACB, DTM, Pathways level) :
* Toastmaster Club Affiliation (Club Name, #):
* Current Club or District Office Held (if any):
* **Videos samples:**

List the links of video samples you’d like us to review to get an idea of your style and presence on stage.

* **Workshop Information**
* **Proposed Presentation Title:**

Provide a creative and attractive title for your session that clearly describes the content of your presentation and will tie into the theme of the conference, Empowerment.

* **Proposed Presentation Objectives:**

In three brief sentences or less, describe what you will accomplish through your presentation and what information attendees will take away from this workshop.

* **Proposed Audience:**

Briefly describe the audience who would most benefit from your presentation.

* **Proposed Program Description:**

**In 75 words or less**, provide a summary of the content of your program. District 57 will use this for promotional purposes and in the Conference Program. **The District reserves the right to edit your description**.

* **Presentation Video/ Audit**

The applicant must provide a 5 to 7 minutes video to deliver the first few minutes of their opening, give an in-depth overview of the body of their presentation, and deliver their conclusion. They will also describe any exercises, visual aids and handouts they will use. The Committee will be looking for a smooth and enthusiastic delivery which uses all the Toastmasters speaking techniques.

* **Presenter’s Bio and Photograph:**

**In 150 words or less**, provide a biography which District 57 will use for promotional purposes and in the Conference Program. This will also be the Facilitator’s introduction to your presentation. You are welcome to state the name of your business, but do not include promotional wording (e.g., “the best real estate brokerage company”). **The District reserves the right to edit your biography**. **Remember: Attach or insert a clear digital photographic portrait (head shot). Without it, your application will be incomplete.**

* **Proposed Program Outline:**

This should be **an outline of your entire program**, detailed timing, highlighting your key and support points and noting any activities, exercises, tools and material that you will use to reinforce your message. **Describe any handouts that you will make available**.

The outline should use the following format:

Time| What| How

**CONFERENCE PRESENTER INFORMATION**

**Selection Process**

* **Initial Review.** The Conference Education Committee will review all complete, timely-submitted proposals and videos and choose the ones which best fit the educational goals of this conference. All applicants will be notified of their status. The committee doesn’t discriminate for age, ethnicity, race, gender, sexual orientation, religion, Toastmasters status. All are welcome to submit applications.
* **Candidate Interview viaConference Call/ Skype**. Each applicant selected from the initial review will participate in a conference call/Skype interview with the Conference Education Committee to discuss the proposal. On this call, the Committee will offer feedback and answer questions. If no further reviews are necessary, the Committee, under the guidance of the District 57 Program Quality Director, will make the final selections and notify each applicant of their status **by January 1st, 2020**.

**Proposed Topics**

**Achieve Excellence through:**

* Embracing Change
* Mastering Communication Skills
* Mastering Leadership Skills
* Using Toastmaster to Enhance Professional Development
* Adapting your Communication/Leadership Style to the Situation
* Expanding your Presentation Style Skills
* Mentoring
* Networking
* Enhancing Job Interviewing Skills
* Improved Story Telling
* Using Humor
* Time Management
* Team Building
* Improv techniques
* Cultural Communication
* Use of Root Cause Analysis Techniques (e.g. moments of Truth)

**Presentation Format**

Each Session will last 50 minutes.

**Presenter Responsibilities and Expenses**

* **Deadlines:** We work on a tight schedule and expect our presenters to proactively work with the Conference Planning Team to meet all deadlines.
* **Changes in Your Presentation:** The Conference Presentations will retain the content, format, audio/visual needs, and room set-up as originally proposed or revised during the selection process. If changes are required, they must be approved by the Conference Education Committee prior to the implementation of the change(s).
* **Conference Registration**: Up to two presenters can attend the full conference for free. If you need more presenters to help you facilitate your workshop, they can attend only the workshop, but not the full conference. Once you’ve been accepted, we will add you to the registration system.
* **Audio-Visual Equipment and Presentation Materials:** Each Presenter is responsible for notifying the Conference Education Chair what equipment they need for their session.
* **Video Recording:** Each presenter can film their own presentation, but no equipment no filming support is available from the conference planning team.
* **Speaker Fees:** Our Presenters share their expertise without expectation of payment.
* **Travel expenses:**  We do not pay any travel expenses for education session presenters.
* **Back of the room book sales and Services:** Education session presenters are welcome to have back of the room book sales and let attendees know about services they offer. The main focus of the workshop should be to present content to the audience and not to sell their services or books.

**Session Facilitators:** The Facilities Committee will provide one or two Facilitators for each session. They will open your session with general announcements, introduce you, and close the session appropriately. They will also provide time control with stopwatch and signal light. You may ask for their assistance in other reasonable ways during your presentation.

**Please direct any questions or comments to**

**the Conference Education Committee at**

[Conference@D57tm.org](mailto:Conference@D57tm.org)