***REQUEST FOR PROPOSALS***

***60 MINUTE CONCURRENT BREAKOUT SESSION PRESENTERS***

**ATD 2015 Oklahoma Conference**

**October 29, 2015**

**Tulsa Technology Center – Owasso Campus**

**PURPOSE**

The purpose of this Request for Proposals (RFP) is to solicit proposals for one-hour concurrent breakout session presenters at the ATD 2015 Oklahoma Conference sponsored by the ATD Tulsa Chapter. Session presenters must be willing to provide their services pro bono publico (without expectation of payment) for the good of developing talent development professionals and in support of the goals and objectives of the Conference.

**BACKGROUND**

Working in conjunction, ATD Tulsa and ATD OKC expect Conference attendance of 100 attendees, the majority of whom will include, but not be limited to training, workplace learning, human performance improvement, human resource, and organizational development professionals; including practitioners, managers, consultants, and executives.

All qualified persons are encouraged to submit proposals. ATD Tulsa does not discriminate against individuals based on race, creed, national origin, gender, physical or mental ability, color, or sexual orientation.

**Workshop proposals will be accepted through July 31st.**

**CONFERENCE THEME**

“CONNECT! Culture ● Network ● Engage ● Technology”

**SPEAKER BENEFITS**

1. Complimentary conference registration if your proposal is accepted, including conference meals for the speaker(s). (Expenses will not be reimbursed.)
2. Contribution to your industry and profession.
3. Network with peers and industry professionals.
4. Valuable professional exposure.
5. A copy of your workshop evaluations.

**PROPOSAL EVALUATION CRITERIA**

Proposals will be considered for selection by the ATD 2015 Oklahoma Conference Program Committee if they meet the proposal deadline and correctly follow proposal submittal instructions. The proposals will be evaluated based on the following criteria:

1. Relevance of workshop topic to conference theme.
2. Perceived quality and quantity of the workshop’s learning objectives to workshop participants.
3. Quality of offeror’s performance and services to previous and existing clients.
4. Reputation and experience of the offeror. Offerors must have appropriate level of knowledge and subject matter expertise surrounding workshop topic.

The Conference Program Committee reserves the right to select proposals that, in its sole discretion, meet the Conference theme as well as the criteria set forth within this RFP.

**WORKSHOP PROPOSAL INFORMATION SHEET**

**Speaker Information**

|  |  |
| --- | --- |
| **Primary Speaker Name** |  |
| **Secondary Speaker Name** |  |
| **Workshop Title** |  |
| **Phone** | **Primary#: Secondary#:** |
| **Email Address** |  |
| **Title** |  |
| **Company or Organization** |  |
| **Mailing Address** |  |
| **City, State, Zip** |  |

1. Workshop Title:

The workshop title should fit with conference theme.

1. Describe How Your Workshop Fits the Theme: 100 words or less

How is your topic related to the theme?

1. Describe How Your Workshop Contributes to the Professional Development of Conference Attendees: 100 words or less
2. Workshop Description: 200 words or less

It should be written to in a format that will help us market your workshop to Conference attendees.

1. Target Audience and Level: (novice – entry level, intermediate – middle level or advanced – senior level.)
2. Learning Objectives: 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: “After participating in this workshop, participants will be able to…”

1. Evidence of Professional Qualifications and Credentials: 300 words or less

Include relevant education, professional certifications, personal and professional awards and/or commendations received personally or as a “key player” in the organization for specific project/s. Include your public speaking experience/s, listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.

1. Demonstration of Presenter Ability:

Provide evaluation results from a past presentation on the proposed workshop topic and a link or video attachment of you presenting that demonstrates your style and ability. Preferred videos will include content related to the proposed topic.

1. Biography: 200 words or less per speaker

For conference promotional/marketing materials

1. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker.

**Statement of Understanding**

By signing this proposal information sheet, I acknowledge that if my proposal is accepted by the ATD Tulsa Conference Planning Committee, I will provide conference speaking services *pro bono publico* in support of the goals and objectives of the Conference. I agree to indemnify and hold ATD Tulsa harmless from any liability. I agree to refrain from using any portion of my presentation as a platform to promote products or services.

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**Signature of Proposed Presenter Date**

**PROPOSAL SUBMITTAL INSTRUCTIONS**

1. Complete the entire Workshop Proposal. Each proposal should include the completed and signed Workshop Proposal Information Sheet.
2. Submit the Workshop Proposal as a PDF via email by 5:00 p.m. on July 31, 2015 to “lorinda.schrammel@okstate.edu”. Please indicate “2015 ATD Conference Proposal” in the subject line.
3. Proposals will not be opened publicly. However, all offerers will be notified of the results of this solicitation.
4. Speakers will be notified of the Committee’s selections no later than August 10, 2015.

IF YOU HAVE QUESTIONS

Offerors may address questions about this RFP to Lorinda Schrammel by phone at 405-744-2908 or by email “lorinda.schrammel@okstate.edu”, up to 5:00pm CST on July 31, 2015.