

|  |
| --- |
| **Request for Proposal****Please complete the following information to propose a potential topic for presentation at our membership program meetings.  This will help us evaluate the topic and its relevance to our membership, as well as facilitate the preparation of publicity.** |
| ***Expectations of the Presenter once approved and accepted:**** Your time and expertise is valuable to us and we recognize the commitment, time, resources, and energy that you will invest in preparation and delivery. While we are unable to compensate you for your commitment, we will provide a special thank you gift.
* Please remember that this is a professional development and educational conference. It is important that presenters do not sell their publications and/or services during their session.
* Communicate any specific needs or requirements at least 1 week prior to the event.
* Professional attire, promptness and basic professionalism are expected.

**Contact Information*** Name:
* Your company or organization:
* Title:
* Credentials/Subject Matter Expertise:
* Mailing address:
* Email address:
* Phone number:
* Are you an ASTD Member? Yes  No
* Please submit an electronic copy of your bio with your proposal

**Title**The full title should be brief and accurately describe the presentation.  Since it is also part of the marketing effort, it should generate interest.**Description**Please give a 50-75 word description of your presentation and the intended audience level.  This description will be used to announce the program in surrounding newspapers, our newsletter (or program brochure), and on our web site.  Please use clear and concise language, conversational in tone.   Be sure to explain how and why participants would benefit from your presentation.**Objectives**Briefly state, in a bulleted list, 3-5 objectives that participants will be able to meet after attending your presentation.   Your list should begin with "Attendees will be able to... (i.e., develop, design, explain, cite, etc.), using active verbs.   The objectives will also be published in the newsletter (or program brochure) and in our web site description of the program meeting.**Participant Engagement**What type of interaction will this session include? Specifically how will you engage the participants in an active learning process?**Biographical Information**Please give a 50 - 75 word biography for each speaker.  It should accentuate a background that is relevant to the program's contents.  Please include each speaker's official job title and the official name of the company for which they work.**Room Set Up and Technology needed (*AV equipment, internet access, PC access, etc***.): PC or Laptop, Lavalier Microphone, Projector, etc. |
| **References** *(Contact info for two professional references who have seen you present):****Reference #1:*** *Name:* *Title:* *Email:* *Phone:* ***Reference #2:*** *Name:* *Title:* *Email:* *Phone:*  |

**Contact CMATD**

Send e-mail to **Director of Programs, Leigh Casillo**, with the above information.  Please allow time for the committee to evaluate your proposal.   Thank you for your interest in the Central Mass Chapter of ATD!