



CALL FOR PRESENTATION PROPOSALS
for
FVA Fourth Annual Conference
One Staff Philosophy: Uniting and Maximizing Resources
November 5, 2009

The FVA Fourth Annual Conference on Volunteerism will bring together stakeholders who are committed to the “Uniting and Maximizing Resources” that is a necessity today in volunteer administration, including volunteer managers, directors, educators, development and outreach personnel.

The conference achieves this purpose by: providing valid and reliable information; advancing professional standards; discussing leading issues and concerns; and creating networking opportunities.

This Call for Presentation Proposals invites you to share your successes, challenges, insights, creative approaches and experiences in creating a one staff philosophy and maximizing resources. Join colleagues in exploring the importance of volunteerism and in elevating their unique roles in your organization.

FVA Educational Guidelines asks that individuals 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. Speakers also must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

SUBMISSION REQUIREMENTS

Important Dates:

Submission Deadline (Midnight EST): July 15, 2009
Proposal Notification Email will be sent in August
FVA Fourth Annual Conference November 5, 2009

Target Audience: CEOs, Executive Directors, VPs, Human Resource Managers, Volunteer Managers, Development Staff, Marketing Staff,

Topics: (one topic per proposal)

Maximizing Resources: utilizing the professional wisdom of volunteers throughout your organization

Furthering Your Mission: tapping into the power of an integrated team of paid and unpaid staff

Managing diversity: management styles to address today's realities where people of diverse backgrounds and experiences learn to appreciate each other

We are also welcoming proposals on additional focus areas that are pertinent to the conference theme, **One Staff Philosophy: Uniting and Maximizing Resources.**

Types of Presentations:

The Conference Planning Committee is seeking proposals in the following categories:

- Concurrent Sessions (50 minute didactic sessions with 10 minutes for questions and answers)

Proposal Requirements:

In order to allow an independent evaluation of the relevance and potential effectiveness of the presentation submissions **must** include the following:

- Completion of the "Presenter Profile" which includes the presenter's:
 - Current position,
 - Current contact information with email address,
 - Highest degree earned and institutions attended,
 - Presentation experience, particularly in a conference setting.
- A title for the presentation that informs the reviewer of the subject matter.
- A brief abstract, which includes a complete outline of the content including:

- Two or more measurable learning objectives,
- How the objectives will be met
- Teaching/delivery methods
- Presentation type (concurrent, workshop, paper, poster);
- Area of emphasis and topic area
- Presentation level (basic, intermediate, advanced)
- A 2-3 sentence description that can be used in a brochure.

Presentations should demonstrate measurable impact and results. Your emphasis should be on the application of the concept or solution presented using simulations, exercises, and tools that enhance the learning experience. Feedback received from previous conferences indicates that attendees are looking for “real-world” examples of what works and “how-to” suggestions to implement these programs.

Proposal Submission:

Please submit all proposals in either pdf or Microsoft Word format. Save the proposal in the following format: last name_first name_topic(Example: smith_jane_managingdiversity). Email fvaconference@gmail.com with your proposal no later July 15, 2009 (Midnight EST). If you are submitting more than one proposal, please email separately. In the subject line, please type last name_first name_topic(Example: smith_jane_managingdiversity).

Proposal Review, Selection and Notification Process:

The Proposal Review and Selection process ensures a rigorous review of every proposal submitted. Each proposal is reviewed by members of the Conference Planning Committee. The Committee is comprised of FVA members. Preference is given to those with experience presenting at national, state and community events, and a detailed description of presenter’s education, qualifications and presentation experience is required.

Proposals will be reviewed carefully based on the following criteria:

- Topic is **innovative**, relevant and/or related to volunteer utilization.
- Time allocation and presentation content are well organized, with an accurate presentation level.
- Presenter has appropriate and relevant **speaking/teaching experience**.
- Learning objectives are **measurable and achievable**.
- There is likely to be significant **interest** in the session.
- Quality of practical information: tools, tips, practices, etc. that attendees will be able to implement and/or utilize following the presentation.

The Conference Planning Committee encourages proposals from different companies and organizations representing diverse points of view. Proposals are selected on the basis of information submitted. Speakers, session titles, and content are expected to correspond to the proposal. Any speaker substitutions, deletions, or additions must be approved by FVA. FVA reserves the right to edit accepted presentations for publication on FVA's Website and in the Conference Program Guide.

It is an honor and a privilege to be asked to speak at an FVA conference. By sharing your expertise, you make a valuable contribution to volunteerism. If your proposal is selected, we ask that you view this opportunity as an important commitment and ensure that you are able to deliver the session barring extreme circumstances.

Electronic Communications:

All potential presenters who submit a proposal will receive e-mail notification of their proposal's status. Once the selection of proposals is complete, a memorandum of agreement (MOA) and other faculty information will be accessible to presenters. An electronic message will be sent to all presenters whose proposals were accepted with a link to the Conference Faculty Website. This Website will have all the required information and forms for this conference. The majority of communication with faculty is done electronically; please read all messages from FVA.

Presenter Compensation:

As a nonprofit association, FVA does not provide honoraria for session presentations. Speakers must cover all of their individual travel and living expenses. Primary presenters chosen from the Call for Presentations to present in any capacity will receive a lunch. Due to budget restrictions, FVA does not reimburse presenters for travel, lodging or other expenses. FVA provides standard audio-visual equipment (with the exception of laptop computers) for all presentations.

For information about the Forum for Volunteer Administrators, please visit www.fvaohio.org.