

## Request for Presenters

### Program Proposal Form & Submission FAQ's

- RMC uses the Program Proposal Form to solicit presenters for the topics selected for the Chapter's program and professional development calendar.
- Any chapter member or non-member can submit a proposal to be a General Meeting presenter or to be a professional development event presenter.
- A committee of Chapter leaders will review your proposal and make the selections based on the information you provide in the proposal.

Submission	Please use the Program Proposal Form provided on the Call for Presenters page, <a href="http://www.atdrmc.org/ATDRMC-page-callforpresenters">http://www.atdrmc.org/ATDRMC-page-callforpresenters</a> , to submit your ideas for your topic to the VP of Programs, <a href="mailto:programs@atdrmc.org">programs@atdrmc.org</a> .
ATD Membership Requirement	Membership in ATD (national or local chapter) is not required to submit your proposal as a presenter, but members will receive preference when considering similar proposals.
Payment and Expenses	<p>Contact <a href="mailto:programs@atdrmc.org">programs@atdrmc.org</a> to discuss the specific details regarding payment and expenses.</p> <p>Here are the general guidelines that apply:</p> <p><b>General Meetings:</b> The RMC budgets the general meeting to break even with fixed costs (location, food and audio visual). We ask Presenters at general meetings to volunteer their time; however, we do pay for the presenter's meeting fee, which includes a meal.</p> <p><b>Professional Development Events:</b> The RMC will discuss expenses with you once your proposal is approved.</p> <p><b>Webinars:</b> The chapter pays the webinar expenses and we ask that Presenters volunteer their time.</p>
Programs Proposal Form	All those submitting a proposal to speak must use the RMC Programs Proposal form provided.
Restriction on ATD logo use	The ATD logo is available for use on any announcements or material with written permission from the RMC.
Restriction on marketing	<p>You can include the name of your business, business address and contact information on your handout.</p> <p>You can display your marketing materials and sell your products at the presenter's table.</p> <p>Please do not include any verbal or written marketing or sales content for your services or products as part of your presentation.</p> <p>We sincerely hope the visibility as an expert in the field will be rewarding to you and result in follow-up from participants.</p>

Speaking at more than one general meeting, workshop, or webinar	You may propose to be the Presenter for a general meeting, a webinar, and a professional development workshop. You will need to submit a proposal for each type of meeting.  Please review the following information for each type of meeting.
General Meeting Themes	The themes for our monthly meetings, webinars, and our professional development events are based on the <a href="#">ATD Competency Model</a> identified by the national organization as essential knowledge and skills for our profession. Any workplace learning professional in any of the four main roles we may have must strive to achieve the knowledge, skills, and professional attitudes in these areas.
Format	RMC asks general meeting Presenters to incorporate learning activities in their presentations.
Presentation Length	Presentations will last 50 - 60 minutes. Be sure to incorporate a Question & Answer period during this time.
Audio Visual Support	Check with the VP of Programs regarding the equipment you will need, once your proposal has been approved.
Selection Criteria	We select Presenters using the following criteria: <ul style="list-style-type: none"> <li>• Topic is directly aligned with the <a href="#">ATD Competency Model</a></li> <li>• Clearly stated learning objectives</li> <li>• Minimum of one interactive activity during your presentation</li> <li>• Two references familiar with your presentation style</li> </ul>
Speaking at both the general meeting and professional development workshop	Presenters interested in presenting at a monthly meeting may want to consider offering a webinar that supports the presentation – with the webinar to be delivered either before or after the general meeting.  If you would like to speak at both events, you must complete a proposal submission <i>for each event</i> .