CALL FOR PRESENTERS 2020

YOU are the next star of the New York United Way Network…. It’s time to shine! The 2020 Summer Conference Planning Committee for United Way of New York State is seeking workshop presenters for the 2020 conference. Anyone can apply to present, please read the attached Frequently Asked Questions for details and to understand our deadlines and expectations!

Workshop/ Presenter Application

* + **We have read and acknowledge expectations and deadlines outlined in the FAQ’s. (please check, indicating your acceptance)**

Lead Presenter:

Name: Email:

Address:

Phone Number:

Title and What United Way are you affiliated with, if any:

Co-Presenter:

Name: Email:

Address:

Phone Number:

Title & What United Way are you affiliated with, if any:

Suggested Topic Areas: (the committee has prioritized the following topics)

* Innovation: Creative partnership, program or tactic that leverages United Way Work
* Partnership, Collaboration and Mergers: Regional Affiliations and Partnerships among United Ways across geographic boundaries
* ALICE: Local use of ALICE to leverage fund-raising, community impact and/or advocacy
* 2-1-1: Local strategies around 2-1-1 to leverage fund-raising, community impact and or/advocacy
* Public Policy/Advocacy
* Resource Development: Best Practices and Successful Ideas
* Community Impact: Best Practices and Successful Ideas
* Disaster Planning: Responding to disaster and Continuity Planning for UWs
* Marketing: Best Practices and Maintaining Relevance
* Other: Something cool we didn’t think of! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bio(s):

Please write a 100 word bio for each presenter, to be included in the conference program, if your workshop is selected.

Name of Workshop/Presentation:

# Briefly Describe your Workshop Topic in 150 words or less:

# Preferred Workshop Length:

o This would be great as part of a panel of presenters o 90 minutes

\*Conference committee will work with you to determine the best fit for the agenda, this is just a starting point.

# Top 2-3 Take Aways that attendees will gain from your workshop

1.
2.

# Audience:

Who is the ideal audience for your workshop? Check all that apply:

* General Session: Everyone could benefit from my workshop
* Resource Development Staff
* Community Impact Staff
* Finance or Human Resource Staff
* CEO’s or Leadership Level Staff
* Board Members or Volunteers

What Size United Way would benefit most from your Work Shop:

* Small, Metro I-II, 1-5 staff people
* Medium, Metro III, 5- 20 staff people
* Large: Metro IV-V; 20+ employees
* All Sizes

# Audio/Visual Support

UWNYS plans to provide A/V Support in the form of: Projector, Screen, Microphone, Flip Charts. Is there anything else you would need?

# Notes: Is there anything else we should know?

# To Apply:

Please note, if you are an employee of a United Way, please include a letter of support from your United Way CEO, along with this application. Thanks!

Thank you for your interest and application! Please submit to Brenda Episcopo, UWNYS via e-mail at episcopob@uwnys.org by April 15th at 9:00AM for Consideration. Our committee will notify you of your status of selection by April 30th.

Frequently Asked Questions

# What is United Way of New York State?

UWNYS is a membership association, serving local United Ways throughout New York. Our mission is: To strengthen the capacity of United Ways to be leaders in achieving results that improve the lives of all New Yorkers. We are not a direct service provider; we provide state level advocacy, network engagement and technical assistance to our 35 members across New York.

# What is the UWNYS Summer Conference?

The UWNYS Summer Conference is an annual professional development event that brings CEO’s, board members and staff members from local United Ways all across New York State and beyond, together with content experts and key partners in our work. The focus for the event is learning, sharing ideas and networking to strengthen our impact in communities we care about.

# Who Can Apply to Present at the Conference?

Short Answer: Anyone can apply! Longer Answer: Anyone can apply to present at the summer conference. Content experts in areas identified below, as well as United Way staff, volunteers, board members, community partners and supporters should apply to present.

# Will speakers be paid? AKA: What’s in it for me?

United Way of New York State has a long-held tradition of using conference sessions as a platform for innovation and information sharing in the field of United Way management. We look for contributors who are willing to share their expertise without expectation of payment in the spirit of networking and providing our attendees with the latest trends and content related to United Way’s Resource Development and Community Impact issues. Presenters are not compensated.

**Presenters are expected to register and attend the conference**. Please indicate if a different arrangement is requested when you apply.

# How Will Workshops/Presenters be selected?

All proposals will be reviewed by the Summer Conference Planning Committee. Final selections will be made by the conference program organizers from those proposals accepted. Notification on the status of submission will be emailed directly to the presenter who applied. If you are submitting a proposal on behalf of someone else, please check with him or her regarding receipt of the decision.

Please note these important dates for notification as to whether your presentation was accepted:

Proposals Due: **April 15th** by 9am

Workshops Selected by: **April 30th**

Final Details (title, bio, workshop description,) Due: **May 22nd**

 Workshop Items, including final slide deck and hand outs are due by **July 1st**. There will be no changes allowed in the slide deck after July 1st. If your slide deck is not submitted by July 1st, you are responsible for bringing the slide deck, a laptop, speakers if needed and any/all adaptors and cords needed with you to the conference. Support will be provided to those who submit their slide decks by July 1.

UWNYS strives to offer a balanced program of educational sessions by selecting proposals that best fit within the framework of the conference and by selecting presenters whose proposals demonstrate successful strategies for creating successful implementation by attendees after the conference. Priority will be given to workshops that address United Ways of all sizes. UWNYS’s goal is to provide a balanced program that meets the variety of skill levels and interests of the conference audience.

Please note that the list includes suggested topic areas but is not all-inclusive. Additional or alternative content will certainly be considered, particularly when lessons learned from first-hand experience are offered as models/examples, or if the session is seen as groundbreaking or cutting-edge.

# What is expected of presenters?

 To acknowledge they are available to speak during any timeframe of the conference and as such will not request a change to the session time frame assigned, if selected;

 To work closely with conference organizers before the conference and meet all deadlines;

 To make no substantial changes to content, format, audio/visual needs, room set-up, identity or number of presenters without prior approval of conference organizers;

 To recognize that a conference presentation is an opportunity to share information and is not a showcase for promotion of business, practice, service or product (Subject to Sponsorship Guidelines, available upon request);

 To give UWNYS permission to take photographs, audio and/or video record any part of their session for the purpose of using the photos/ recording at a later time in any UWNYS products, or those of its affiliates, in any media.

 To respect UWNYS as the sponsoring organization with either positive or neutral comments from the platform; and

 To be available for press interviews, if requested. Please remember that members of the press may be attending your session

# UWNYS will:

 Include your bio in the conference program for exposure;

 Provide you with a special name tag, identifying you as a presenter, which can be worn at sessions and social events;

 Grant you valuable professional exposure;

 Encourage social media engagement about your presentation during the conference;

 Provide you with a copy of your evaluation feedback after the conference.

# Tips for Writing Your Proposal:

* Use Active Verbs When Writing Learning Objectives:

Identify, summarize, list, describe, differentiate, discuss, compute, predict, explain, demonstrate, utilize, analyze, design, select, create, plan, assess, compare, critique, write, apply, prepare, use, compile, revise.

Avoid These More General Verbs:

Know, understand, learn, appreciate, become aware of, or become familiar with.

* Engage Partners: Bring in a collaborative partner, a professional provider or a peer from a United Way of another size to bring diversity in viewpoint to your presentation.
* Experience is key: People retain what they ‘do’ more than what they only hear and see. Find a way to make your workshop interactive.
* Approach all learning styles: Incorporate your audience into elements of reading, listening and writing or discussing.

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