

How to submit a proposal



Dear Prospective Presenter:

Thank you for your interest in presenting to the ATD Golden Gate Chapter (www.tdgoldengate.org).

Please carefully review the information below. If you'd like to proceed, submit your proposal to programs@tdgoldengate.org, using the attached presentation proposal form.

Selection

The Board's Program Committee will review your proposal, and select those presentations that are most relevant, current, and compelling to our membership, and that have strategic value to the association. We will respond to you as quickly as possible. Presentations that address Key Topics below are preferred.

Key Topics

Since 2011, we have aligned our meetings with the areas of expertise outlined in the ATD Training & Development Competency model (<https://www.td.org/Certification/Competency-Model>) and with the ATD's Communities of Practice (<https://www.td.org/Communities-of-Practice>)

Areas that we are particularly looking for meeting topics include:

- Building our community of members and talent development professionals
- Providing professional development and growth opportunities for self and staff
- Exploring cutting-edge technology and its impact on learning and development

Formats

Our programs are usually held in the evening on the second Tuesday of the month in San Francisco or Oakland, and may be repeated (or presented on its own) in the South Bay. Please tailor an approximately 90-minute presentation in at least one of these formats:

- Case study presentation and discussion
- Hands-on workshop for participants to practice and apply skills
- Panel discussion

All presentations should provide an opportunity for active engagement and interaction among presenters and participants.

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Information for All Presenters

- The primary purpose of meeting presentations is to educate and enlighten our members, who represent all segments of the workplace learning and performance community.
- Members include trainers, organizational development practitioners, human resource professionals, instructional designers, various managers and executives, technology vendors, and internal and external consultants.
- We enjoy sessions that include multiple presenters when appropriate. Should your proposal include more than one presenter, please provide biographies and photos as requested on the proposal presentation form.
- We also prefer presentations that incorporate effective audiovisual materials (e.g., PowerPoint presentation, web demonstration).
- Our members appreciate receiving handouts, sample job aids, etc. Please attach sample handouts to your proposal form if desired. We ask our presenters to supply handouts to help defray the costs of our monthly programs.
- Please restrict the use of your organization's logo and presenters' contact information to the final page of visual materials.
- Videotaping, audiotaping, and other forms of recording are prohibited unless otherwise approved before the presentation.
- We do not permit presenters to survey our members prior to presentations. Post-session feedback is available if requested.
- We do not reimburse presenters for expenses, nor provide honoraria for presentations. Meeting registration, which includes a light meal, is complimentary.

Guidance for Consultant Presenters

- Please do not sell products or services during your presentation. Ensure that your presentation focuses on concepts, techniques, best practices, etc. Presentations must not be overtly promotional or "salesy."
- We greatly prefer presentations that feature work done with clients. Of the many presentation offers we receive from consultants, we are most likely to accept those that feature client speakers.
- Presenters are not permitted to solicit member contact information directly. However, presenters are permitted to obtain contact information by means of a business card raffle of books, products, or other giveaways, as long as members are advised that their contact information may be used by you for marketing purposes.