

# Presentation Proposal Form



## MONTHLY PROGRAM REQUIREMENTS

### Session Content:

All sessions are learning experiences and are non-commercial, meaning:

- ✦ Content is informative and relevant, with clear and immediate application to learner's work
- ✦ Minimal use of PowerPoint slides
- ✦ Includes interactive and/or hands-on methods to support the learning
- ✦ Corresponds to the Learning Objectives
- ✦ Session design supports Learning Transfer
- ✦ Materials reflect the content and are a resource for later use

Your primary goal should be the learning of the participant rather than a showcase for your ideas, products, and services. You will gain exposure for those things by doing a good session with something tangible for the participants to take away. The more you can put yourself in their place in developing your session, the better your chances will be of being selected and of receiving good evaluations from participants who attend your session.

### Delivery Method:

How you plan to deliver your session is as important as the content. ATD is the leader in workplace learning and performance, and we want the monthly programs to reflect that leadership. Therefore, all speakers are being asked to partner with us to raise the bar on the quality of both content and delivery of sessions. Remember that this is a learning experience. Even if you aren't a seasoned trainer or facilitator, you can still meet this requirement by researching and practicing some of the key strategies for facilitating learning, such as:

- ✦ Limit your use of PowerPoint as a delivery method
- ✦ Design interactive means to engage with the participants and have them engage with each other (note: a full group "Q&A" does not qualify as an interactive activity)
- ✦ Make sure that your content supports the Learning Objectives
- ✦ Model as many of the concepts you are delivering in the session as possible and practical

**Presentation Proposal Form:**

# Presentation Proposal Form



On the following pages, you will find the Presentation Proposal Form. Please complete all parts, including references. Also, please attach a brief (approximately 150 words) presenter biography that addresses the presentation topic. Finally, please attach a headshot as a separate .jpg or .png file.

# Presentation Proposal Form



**Presentation Title:**

*Be succinct and descriptive (maximum 52 characters)*

**Description of Program**

*Please provide a full description of the program. For examples of descriptions of our past and current programs, please see the ATD Golden Gate Chapter Event Listings page –*

*<https://www.tdgoldengate.org/event-listings/>*

**Purpose:**

*One simple, primary objective – What will participants be able to apply back on the job because they attended?*

**Description:**

**Learning Objectives:**

*What will Participants gain by attending?*

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A large, empty rectangular box with a black border, intended for the user to write their presentation proposal.

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## Program Outline / Delivery Methods / Interactive Elements:

*Please provide an outline of the full program, including:*

- ✦ Outline of the content*
- ✦ Delivery methods you will use to deliver content*
- ✦ **Interactive elements you will use to engage the audience (please note, a full group "Q&A" does not qualify as an interactive element)***

Use an additional page if necessary.

## Audience:

*Who should attend (e.g., instructional designers, HR generalists, managers)?*

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Experience level: *(check all that apply)*

- Entry (0 to 5 years)
- Mid (5 to 15 years)
- Senior / executive (15+ years)

## Audio-visual & Media Requirements:

## Why do you want to do this presentation?

## ATD Competencies

Which competencies/*Areas of Expertise* from the ATD Competency model does this content address? *(check up to four)*

### Areas Of Expertise

- |   |   |
|---|---|
| <input type="checkbox"/> Change management          | <input type="checkbox"/> Instructional design         |
| <input type="checkbox"/> Coaching                   | <input type="checkbox"/> Integrated talent management |
| <input type="checkbox"/> Evaluating learning impact | <input type="checkbox"/> Learning technologies        |
| <input type="checkbox"/> Managing learning programs | <input type="checkbox"/> Performance improvement      |
| <input type="checkbox"/> Training delivery          | <input type="checkbox"/> Knowledge management         |

### Foundational Competencies

- |   |   |
|---|---|
| <input type="checkbox"/> Business Skills    | <input type="checkbox"/> Global Mindset       |
| <input type="checkbox"/> Industry Knowledge | <input type="checkbox"/> Interpersonal Skills |
| <input type="checkbox"/> Personal Skills    | <input type="checkbox"/> Technology Literacy  |

### Talent Professionals

What is the main focus of this content address? *(check all that apply)*

- |   |  |
|---|--|
| <input type="checkbox"/> Professional Development of Individual | <input type="checkbox"/> Application to Individual's Workplace |
|---|--|

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## Presenter Information:

Please include a separate page for each presenter.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the presenter currently a member of:

- ATD Golden Gate?
- ATD National?
- Other professional associations? Please list:

What ATD Golden Gate chapter events has the presenter attended?

## Demographics:

Age		Race/Ethnicity		Gender	
Under 25		African American/Black		Female	
25 – 39		Asian/Pacific Islander		Male	
40 – 54		Caucasian		Other	
55 – 70		Hispanic/Latino			
Over 70		Native American/Indian			
		Other			

## References:

Please provide two professional references familiar with your credentials and presentation skills.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to Presenter: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to Presenter: \_\_\_\_\_