



Colorado Nonprofit Association
Professional Development Training Program
Call for Presentations

We strive to improve the professional development opportunities that we offer the Colorado Nonprofit sector. Thank you in advance for your submission and commitment to the sector.

About Professional Development Trainings Program

The goal of the Professional Development Programs is for the Colorado Nonprofit Association to offer the best level of professional education possible and timely learning opportunities for its members and the sector on topics and issues that are relevant across the entire nonprofit sector which will help them to strengthen their organizations, operate effectively and be more successful in achieving their own organizational goals. In 2007, we served over 2,000 nonprofit professionals through the professional development workshop series.

What the Association provides

Venue: The Association will secure a location in Metro Denver and will notify the speaker of that location.

Marketing: Promotion of the workshop will appear in several locations: Association trainings webpage, Association event calendar, Association newsletter, Association listserv, Colorado Nonprofit Training Guide (online trainings guide with over 15,000 names), and targeted email blasts.

Evaluation: The Association will provide an evaluation summary after the workshop has been completed.

Day of the program: any requested AV, snacks, copies of handouts (up to 10 pages per participant)

Contact Name: _____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Email: _____ Phone: () _____

Which track best describes your workshop?

Advanced Practitioner

Advocacy & Public Policy

Executive Leadership

Fundraising & Development

Marketing & Communications

Human Resources, Finance & Administration

Presenter Name(s): _____

Suggested presentation title: _____

The Association reserves the right to change presentation titles. Speakers will be notified of any such changes.



Overall Workshop Description: Please do not exceed 150 words.

This description will appear in all promotional materials. (Write it here or attach.)

The Association reserves the right to change descriptions. Speakers will be notified of any such changes.

Brief Workshop Description: Please do not exceed 35 words.

This description will appear in some promotional materials including the *Colorado Nonprofit Training Guide* and *Nonprofit Colorado*. (Write it here or attach.)

Please list **AT LEAST THREE** primary skills/knowledge that the attendee will take home from your presentation. (Example: Participants will be able to apply four new marketing techniques after the workshop.)

- A. _____
- B. _____
- C. _____

At which level is your presentation targeted?

_____ Less Experienced (less than 5 years)

_____ Experienced (more than 5 years)

_____ Other: Please describe _____

Preferred Time Allocation

2 hours

3 hours

2.5 hours

Webinar (90 minutes)

Preferred Start Time

9:00 a.m.

1:00 p.m.

Audio/Visual Needs

TV/VCR

Projection Screen

DVD player

Flip chart & markers

LCD projector

Internet access

Other (Please list.) _____

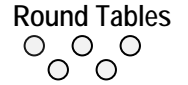
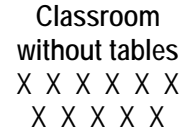
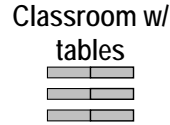
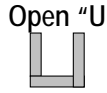
We have a laptop available upon request but recommend speakers provide their own to avoid software and formatting problems.

So we can better accommodate your needs, please indicate if you have a disability that will require special auxiliary aids and/or services: _____ Yes _____ No

If yes, please list your needs: _____



Do you have a preferred room setup? (Circle one please)



Please provide us with a 50 word bio of yourself. (attach any panel member/co presenter bios)

Tips for a successful workshop:

- Please plan to arrive at the venue at least one-half hour before the workshop start time.
- Be sure to include implementation tools as part of your presentation.
- Begin and end on time.
- Provide participants with something to physically take back to their organizations.
Suggestions: packets, PowerPoint handout with room for notes, worksheets/exercises
- If using PowerPoint, make sure to follow the slides as you present them.
- Incorporate interaction into the workshop. Provide participants an opportunity to voice their needs/concerns.
- Allow time for introductions.
- Plan on allowing at least a 10 minute break for most workshops (excluding webinars)
- Please be aware that representatives from the Colorado Nonprofit Association and Nonprofit Resources will provide a 5 to 10 minute overview on the Colorado Nonprofit Association, upcoming events and insurance resources at some point at the beginning or middle of the workshop.



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Professional Development Training Program
Speaker Agreement Guidelines

_____ **Reproduction of Handouts:** The Colorado Nonprofit Association will reproduce up to 10 pages per participant in speaker handout material submitted to the Association at least 3 days before the scheduled workshop.

_____ **Selling or Promoting:** Speaker agrees to provide educational information only and not promote or sell his/her products or services. Speakers who violate this policy will not be invited to speak at future workshops or other Association events.

_____ **Change of Plans:** Speaker agrees to notify the Association immediately if plans change and speaker is unable to present.

_____ **Low Enrollment:** If registration is below 8 attendees 24 hours before the workshop, the workshop will be cancelled and the Association and speaker will coordinate a new date and time for the presentation.

_____ **Honorarium:** Speaker understands that there will not be an honorarium paid. Presenting is a voluntary act.

_____ **Recording:** The Colorado Nonprofit Association reserves the right to record audio and video and webinars of professional development seminars for future reuse. The Colorado Nonprofit Association will communicate recording of presentations to the speakers in advance of the workshop.

Please feel free to attach additional materials, information or references to this document.

READ and AGREED:

Print Name: _____ Date: _____

Signature: _____

Thank you for taking the time to complete this form. Please remember to return this information to the address below. After review of your submission, we will notify you of our decision. (If you saved this file in Word or .pdf format, you can email it.) If you have any additional questions or concerns regarding our professional development workshops or these guidelines, please contact Sarah Walter, Manager of Education and Regional Membership Outreach.

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