

Thank you for your interest in presenting at one or more of the Regional National Service Training Events to be held in three distinct regions throughout 2019 as detailed in the Proposal Guidelines document.

Please refer to the "2019 CFP Guidelines" for complete instructions and additional information to assist you in completing this form. You will be able to submit up to 3 total sessions at a time through this survey. *If you need to submit more than 3, please submit your first 3 and open a new survey link to submit up to 3 more.*

For more information visit [www.nationalservicetraining.org](http://www.nationalservicetraining.org). With questions contact [statecommissions@gmail.com](mailto:statecommissions@gmail.com).

**Submissions must be submitted by *midnight on Monday, December 10.***

\* 1. Lead Presenter:

Name of Presenter

Title:

Organization/affiliation:

Address:

City/Town:

State:

ZIP:

Email Address:

Office Phone Number:

Mobile Phone Number:

2. Include a brief bio that could be used for an event program if selected (100 words or less):

\* 3. REFERENCE: Please list the name and contact information (phone and email) of someone who can describe your skills as a presenter:

Name:

Organization:

Phone:

Email:

4. Please select the event(s) you are available to attend (check all that apply). Each event will take place over three days.

Central, May 7-9 (St. Paul, MN)

Pacific/Southwest, May 22-24 (Boise, ID)

Atlantic/South, June 4-6 (Pittsburgh, PA)

Please list any days you are unavailable based on the events selected:

5. Do you have co-presenters?

Yes

No

## Co-Presenter

### 6. Co-Presenter #1 (if applicable):

<b>Name of Presenter</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>
<b>Organization/affiliation:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>City/Town:</b>	<input type="text"/>
<b>State:</b>	<input type="text" value="-- select state --"/>
<b>ZIP:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Office Phone Number:</b>	<input type="text"/>
<b>Mobile Phone Number:</b>	<input type="text"/>

### 7. Co-Presenter Bio #1

### 8. Co-Presenter #2 (if applicable):

<b>Name of Presenter</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>
<b>Organization/affiliation:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>City/Town:</b>	<input type="text"/>
<b>State:</b>	<input type="text" value="-- select state --"/>
<b>ZIP:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Office Phone Number:</b>	<input type="text"/>
<b>Mobile Phone Number:</b>	<input type="text"/>

9. Co-Presenter Bio #2

10. Co-Presenter #3 (if applicable):

Name of Presenter

Title:

Organization/affiliation:

Address:

City/Town:

State:

ZIP:

Email Address:

Office Phone Number:

Mobile Phone Number:

11. Co-Presenter Bio #3

## Session 1 Information

Please provide information for the 1st session (workshop or keynote) you are proposing:

12. Please select the type of session you are submitting for:

- 90-minute Presentation session
- Keynote Speaker (30 minutes + for 1 plenary meal/kickoff/closing)

13. Are you willing to present this session more than once?

- Yes
- No

14. Session Title:

15. Session Description/overview (100 words or fewer). Provide a brief session description, that if selected, will be included in the event program.

For example: "This session will provide participants with options for an effective pre-service orientation. Participants will engage in an interactive discussion to determine the best activities for their program and complete a worksheet to take home to their site."

16. Session Outcomes: Please provide a list of 1-3 outcomes that participants will walk away with being able to do, understand, or apply.

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17. List the prioritized session topic(s) your session will address or enter "other" and the topic (see CFP Guidelines for more info):

18. Draft Agenda/Outline: Include a draft agenda with general information about how the session will flow.

19. Target program audience(s) or track(s) for your session (check all that apply):

- AmeriCorps State Program Management 101
- AmeriCorps State Fiscal Grants Management
- AmeriCorps Program Management 201
- Special Topics (i.e. Communications, Leadership Development, Diversity, etc.)
- State Service Commission Staff and Commissioners
- Volunteer Management
- I'm not sure on which track is most appropriate

Other (please specify)

20. Level of Instructions (select one):

- Introductory (101)- for staff with less than a year of experience on this topic
- Experienced (201) - for staff with 1-5 years of experience on this topic
- Advanced (301) - for staff with more than 5 years of experience on this topic
- General Audience (GA) - for a mixed audience with various levels of experience

21. All presenter rooms will be provided basic Audio Visual including LCD projector/screen and a laptop computer. Please select any additional A/V needs you would request (there is no guarantee it can be provided):

- Microphone
- Flip chart and markers
- Internet
- Computer speakers
- Printed Handouts
- Other (please specify)

22. Session Format (please select all that apply):

- Lecture
- PowerPoint Presentation
- Interactive discussion - small groups
- Interactive discussion - dyads/triads
- Interaction discussion - large group
- Practical skill application - writing
- Practical skill application - roleplaying
- Practical skill application - scenarios
- Individual reflection
- Experiential games/activities/simulations

## Additional Sessions

23. Do you have additional session(s) to submit?

Yes

No



## Session 2 Information

**Please provide information for the 2nd session (workshop or keynote) you are proposing:**

24. Please select the type of session you are submitting for:

- 90-minute Presentation session
- Keynote Speaker (30 minutes for 1 plenary meal/kickoff/closing)

25. Are you willing to repeat this session more than once?

- Yes
- No

26. Session Title:

27. Session Description/overview (100 words or fewer). Provide a brief session description to be included in the Event Program.

For example: "This session will provide participants with options for an effective pre-service orientation. Participants will engage in an interactive discussion to determine the best activities for their program and complete a worksheet to take home to their site."

28. Session Outcomes: Please provide a list of 1-3 outcomes that participants will walk away with being able to do, understand, or apply.

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29. List the prioritized session topic(s) your session will address or enter "other" and the topic (see CFP Guidelines for more info):

30. Draft Agenda/Outline: Include a draft agenda with general information about how the session will flow.

31. Target program audience(s) or track(s) for your session (check all that apply):

- AmeriCorps Program Management 101
- AmeriCorps Fiscal Grants Management
- AmeriCorps Program Management 201
- Special Topics
- State Service Commissions
- I'm not sure

Other (please specify)

32. Level of Instructions (select one):

- Introductory (101)- for staff with less than a year of experience on this topic
- Experienced (201) - for staff with 1-5 years of experience on this topic
- Advanced (301) - for staff with more than 5 years of experience on this topic
- General Audience (GA) - for a mixed audience with various levels of experience

33. Requested Equipment/Tools (please select all that apply):

- LCD project & screen
- Microphone
- Flip chart and markers
- Lap top computer
- Internet
- Computer speakers

34. Session Format (please select all that apply):

- Lecture
- PowerPoint Presentation
- Interactive discussion - small groups
- Interactive discussion - dyads/triads
- Interaction discussion - large group
- Practical skill application - writing
- Practical skill application - roleplaying
- Practical skill application - scenarios
- Individual reflection
- Experiential games/activities/simulations

## Additional Sessions 2

35. Do you have additional session(s) to submit?

Yes

No

## Session 3 Information

**Please provide information for the 3rd session (workshop or keynote) you are proposing:**

36. Please select the type of session you are submitting for:

- 90-minute Presentation session
- Keynote Speaker (30 minutes for 1 plenary meal/kickoff/closing)

37. Are you willing to repeat this session more than once?

- Yes
- No

38. Session Title:

39. Session Description/overview (100 words or fewer). Provide a brief session description to be included in the Event Program.

For example: "This session will provide participants with options for an effective pre-service orientation. Participants will engage in an interactive discussion to determine the best activities for their program and complete a worksheet to take home to their site."

40. Session Outcomes: Please provide a list of 1-3 outcomes that participants will walk away with being able to do, understand, or apply.

1

2

3

41. List the prioritized session topic(s) your session will address or enter "other" and the topic (see CFP Guidelines for more info):

42. Draft Agenda/Outline: Include a draft agenda with general information about how the session will flow.

43. Target program audience(s) or track(s) for your session (check all that apply):

- AmeriCorps Program Management 101
- AmeriCorps Financial Grants Management
- AmeriCorps Program Management 201
- Special Topics
- State Service Commissions
- I'm not sure

Other (please specify)

44. Level of Instructions (select one):

- Introductory (101)- for staff with less than a year of experience on this topic
- Experienced (201) - for staff with 1-5 years of experience on this topic
- Advanced (301) - for staff with more than 5 years of experience on this topic
- General Audience (GA) - for a mixed audience with various levels of experience

45. Requested Equipment/Tools (please select all that apply):

- LCD project & screen
- Hand-held microphone
- Podium microphone
- Flip charts
- Lap top computer
- Internet
- Computer speakers

46. Session Format (please select all that apply):

- Lecture
- PowerPoint Presentation
- Interactive discussion - small groups
- Interactive discussion - dyads/triads
- Interaction discussion - large group
- Practical skill application - writing
- Practical skill application - roleplaying
- Practical skill application - scenarios
- Individual reflection
- Experiential games/activities/simulations

## Agreements

**Please provide information regarding your requested training delivery fee(s) and check all applicable boxes in the agreements to express your understanding of deadlines and requirements to participate as a presenter.**

47. Agreements regarding presenter costs (please select one of the boxes as applicable, if you agree to the statements)

BY SUBMITTING THIS PROPOSAL, I/we understand that:

- I (we) am (are) a peer working in the national service field and as such will attend one of the regional training events. As a **peer presenter**, if selected I understand that in exchange for my presentation(s) my **registration fee may be reduced, but no presenter fee or related travel costs will be covered**. I will be responsible for all expenses related to travel and will not be paid any expenses for preparation and delivery.
- I am an **outside presenter** that would like to present and/or speak at one or more of the regional events and if selected, **costs for fees and expenses will be negotiated based on costs submitted in this proposal**.
- I am an outside presenter that would like to present and/or speak at one or more of the regional events and offer my services **in exchange for event sponsorship**.

48. COSTS: If you are requesting a presentation fee and/or travel expenses to the events, include your costs for all applicable fees for each sessions submitted. Please be specific. If selected, this information will inform your presenter contract.

49. Agreements regarding deadlines (please select the boxes if you agree to the statements)

BY SUBMITTING THIS PROPOSAL, I/we understand that:

- I/we understand that presenter materials must be submitted in advance of the event(s) by the designated dates and they will be posted online for attendees to access before and after the event.
- I/we will be responsible for bringing sufficient copies of handouts and other training materials for the sessions at which I/we present. All materials will be made available to participants electronically.
- I read and understand the Call for Proposals Guidelines.