



“Facilitation at a Higher Level: Reaching the Next Peak”

IAF North America Conference 2011

April 12 – 15, 2011

**Denver, Colorado – The Mile High City
USA**

Workshop Proposal Submission Form

Deadline August 6, 2010

Section I – Proposal Overview and Contact Information

Primary Contact Name:

Full Mailing Address:

Telephone (area/country code) Primary:

Secondary:

Email:

Workshop Title:

Presenter(s) (Names and Organizations):

Workshop Summary Description: as it should appear in the conference online promotion (100 words or less):

Workshop length

One-Day Training Workshop (April 12 or 13, 2011)

Two-Day Training Workshop (April 12 and 13, 2011)

90-minute Workshop (Will be slotted into the conference dates of April 14 or 15, 2011)

180-minute Workshop (Will be slotted into the conference dates of April 14 or 15, 2011)

IAF Core Facilitator Competencies and Application

To help Conference participants select sessions to attend, please indicate which of the following IAF Core Facilitator Competencies your workshop addresses (check all that apply):

- | | |
|---|---|
| A. Create collaborative client relationships | D. Guide group to appropriate and useful outcomes |
| B. Plan appropriate group processes | E. Build and maintain professional knowledge |
| C. Create and sustain a participatory environment | F. Model positive professional attitude |
-

Application of the facilitation techniques

When you consider the facilitation technique(s) that will be part of your workshop, please indicate which of the following communities you typically serve when using these technique(s) (check all that apply):

- | | | | | |
|-------------------|-----------|----------------|-----------|----------|
| Government | Corporate | Not-for-Profit | Community | Academic |
| Other (describe): | | | | |
-

Level of workshop participant experience

- | | |
|--|--|
| Beginning / New to the field of facilitation | Advanced (for those who train or supervise facilitators) |
| Experienced | Appropriate for all levels |
-

Requested minimum # of Participants: _____

Requested maximum # of participants: _____

Section II – Workshop Description**Workshop Objectives / Outcomes:**

What are the **learning outcomes** of your workshop? What do you wish to teach / impart / share? Having experienced this workshop, what will participants be able to do / demonstrate / understand / write / explain?

Workshop Support of Conference Theme:

How does this workshop support the Conference Theme of *“Facilitation at a Higher Level: Reaching the Next Peak?”*

Detailed Workshop Outline:

Be sure to ***include the Workshop Title again*** in your detailed outline, ***as well as the presenter name(s)***. Describe the format and flow of the workshop. Describe how the workshop is learning-centered and interactive. (Please enter your Workshop Outline in the box below)

Workshop Profile

As you think through your workshop, please enter the percentages below to describe how the workshop is divided among the four categories of activities listed. Your percentages must total to 100%.

- ____ % **Delivery** (such as lecture or presentation, offering instruction or listening to a panel)
- ____ % **Clarification** (such as question and answer)
- ____ % **Activity/Action** (such as small group work, role-play, participants teaching each other, etc.)
- ____ % **Individual work** (such as reflection, silence, journaling, writing, drawing or reading)

Materials and Take-Aways

What will you provide to workshop participants for their “tool kit?”

Section III – Workshop Logistics

Audio / Visual Needs

Please describe in detail your **audio-visual** needs.

NOTE: The Conference will provide the following in each room:

- 1 projection screen
- 2 flipchart stands, 2 flipchart pads and markers
- Microphone (as necessary, for larger rooms)

LCD PROJECTORS: *Presenters are encouraged to bring their own LCD projectors* for use in their presentations. A limited number of LCD Projectors *may* be available; if you need an LCD projector for your presentation, we will make every effort to accommodate the request. We will communicate to all presenters in advance of the 2011 Conference the status of available LCD projectors.

Please check here if you are able to provide your own LCD projector for your presentation(s).

NOTE: Presenter(s) are expected to provide their own PC for the workshop. Please check whether you will be using a PC or a Mac for your workshop:

____ PC ____ Mac

As you describe your A/V needs below, please keep in mind that additional A/V support is available at the expense of the presenter (e.g., internet access, PC for your workshop, LCD projector [if not available as described above]):

What is your preferred room set-up?

- Banquet tables (seat 8 or 10)
- Chairs in a circle or concentric circles / no tables
- Classroom-style (Chairs behind rectangular tables in rows)
- Theater-style (Chairs facing front - with podium or screen at front, no tables)
- Tables in a U-shape

What **other support**, if any, will you need to make your session run smoothly?

Special Requirements for Participants

There may be participants in your workshop who have **special requirements**. If so, would you be prepared to contact these participants in advance of the workshop to discuss their specific needs in more detail and, if possible, to make appropriate adjustments to your workshop design or approach?

Yes No

Section IV – Workshop Presenter Information

PRESENTER 1

Biography for Conference program (100 words or less):

Other background and experience:

References: For NEW IAF CONFERENCE PRESENTERS ONLY: Please provide two references. Include name, title, organization, phone number and email.

PRESENTER 2

Biography for Conference program (100 words or less):

Other background and experience:

References: For NEW IAF CONFERENCE PRESENTERS ONLY: Please provide two references. Include name, title, organization, phone number and email.

Section V – Workshop Presenter Commitment

WORKSHOP PRESENTER / CO-PRESENTER COMMITMENT

The IAFNA conference is a peer-to-peer organization and the conference is an exceptional learning opportunity. In the interest of all conference participants and our continued efforts to provide a high quality conference at a reasonable cost, we request your support of the following policy.

- All Workshop Presenters / Co-Presenters will be required to register for the IAFNA 2011 Conference at the discounted Conference Presenter rate when they accept the offer to present at the conference. *(Registration rates for IAFNA 2011 conference are not yet determined. Discounted Conference Presenter registration rate offers will be communicated on or before September 28, 2010. **Deadline for acceptance of offer to present is October 5, 2010.**)*

- All Workshop Presenters / Co-Presenters, along with IAF Board Members and CPF Assessors, are strongly encouraged to stay at the selected IAFNA Conference Hotel.

Please indicate your agreement to support this policy.

_____ Yes, I/we agree to abide by this policy.

PROPOSAL CHECKLIST – Have you completed?

- ✓ Section I: Proposal Overview and Contact Information
- ✓ Section II: Workshop Description (including your detailed workshop outline)
- ✓ Section III: Workshop Logistics
- ✓ Section IV: Workshop Presenter Information
- ✓ Section V: Workshop Presenter Commitment

NOTE: Completed proposals will move into the review process. *Incomplete proposals will not be considered.*

SUBMISSION INSTRUCTIONS:

- **Proposal submission deadline is August 6, 2010.**
- Please email your completed workshop proposal to ginger@advantagefacilitation.com

PROPOSAL SELECTION PROCESS:

You will receive a prompt reply acknowledging receipt.

Your proposal will be reviewed by a panel of your peers from the IAF membership. (Please understand that incomplete proposals cannot be considered for selection.)

Criteria for Selection include:

- Does the proposal include a clear, specific, and well-defined description of what the learner will be able to do / understand / write / explain after this workshop?
- Is the proposed workshop grounded in real-life experiences, rather than a purely theoretical approach?
- Does the proposed workshop align with the IAF Core Facilitator Competencies?
- Does the proposed workshop align with and enhance the Conference theme?
- Does the proposed workshop effectively blend content with interactive learning?
- Does the proposed workshop seem realistic and achievable in the proposed time?

The **results** of the Proposal Selection process will be communicated on/about **October 4, 2010.**