Call for Presenters
Application Directions

Toastmasters District 53 2023 Conference

"SPRINGBoard to Success"

Saturday, May 6, 2023
Sheraton Springfield Monarch Place
8:00am – approx. 9:30pm

Approximately 150 conference attendees - Session attendance will vary

Thank you for your interest in presenting at the Toastmasters District 53 2023 Conference. Please review the following information in preparation for submitting your proposal. A link to the online application form is provided at the end of the document under Application Information. ***Only members of Toastmasters District 53 will be considered unless specifically invited. Although this conference is hybrid (in-person & online), presenters must attend in-person.***

The Toastmasters District 53 2023 Conference is geared to Toastmasters in District 53 - Eastern New York, Western Massachusetts and all of Connecticut – enhancing their communications and leadership skills and personal & professional growth. As one of our educational session presenters, you will be a key contributor to the success of our conference.

We are soliciting proposals and looking for topics such as:

- Insightful Ways to Achieve Educational Goals
- Embracing Change with a Positive Attitude
- Creating a Positive Club Environment
- Engaging Experienced Members
- Being a Toastmaster in the age of social media, influencing and technology
- Mentors Matter: The Role of a Mentoring Program
- Cross Cultural Communications
- Cross Generational Communications
- Club Community Outreach
- Strategies on Rebuilding clubs
- Hybrid meetings – Technical Challenges & How to Overcome
- Being A Published Author
- Podcasting
- Membership Challenges
- Pathways. Topics including:
  - For Officers and Advanced Learning
  - Benefits of Pathways – A Roadmap, Tutorial, etc.
  - Overcoming Challenges of Pathways

You can drive attendance for your session by describing it in a compelling manner to maximize interest.
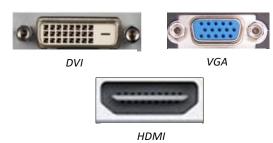
Session length is approximately 50 minutes

Proposals must be received by February 15, 2023.

If chosen, session descriptions and presenter biographical information are subject to editing for publication. Revisions will be reviewed with you to ensure it doesn't dramatically change the intent of your proposed session.

TECHNOLOGY NEEDS

Presenters are expected to supply their own laptop and speakers, if needed. Laptops must have their own wireless capability, if needed.

Please indicate whether your laptop has a DVI, VGA and/or HDMI connection(s) for connection to the projector.

DVI   VGA

HDMI

ROOM SETUP

Each room will include a small table with power, projector & projection screen, and a flipchart, if requested. Other setup requests need to be noted in the CFP application.

CO-PRESENTERS

Co-presenters must be identified on your application (can't be added afterwards). There is a maximum of one co-presenter allowed. All presenters must register.

ALTERNATE SPEAKER

We often find we have more valuable proposals than slots available and to ensure we have a quality event, we ask if you would be willing to fill in in case of a last-minute cancellation of another presenter. Agreeing to be a backup presenter, if not chosen, does **not affect** your chances of selection. Your answer is not considered when evaluating the submitted proposals. Alternate presenters could be contacted as late as the week of the conference if needed.

HANDOUTS

If you have any handouts, they will be posted online to a file repository, for participants to download and bring to the Conference, approximately 2 weeks prior to the event. You may also reproduce, at your own expense, and bring copies to your sessions. **Presenters must use Toastmaster branding**.

VIDEOS

Videos are required to be considered for a speaking slot. Please provide a video of at least 5 minutes of you speaking on any topic either by inserting a link in the space provided on the online application or uploading a video to our **CFP Video Upload** location. Please note if it has been uploaded in the question on the CFP application. Please include your name as part of the file name. **Application is not complete without video sample.**

Once chosen we ask that you provide a 1-2 minute video that talks specifically about what attendees will take away from your session. The video, which will be posted on the conference page, will make it easier for attendees to decide their sessions, which happens at time of registration.

HEADSHOTS

Once sessions are chosen, we will announce them to the membership. So, we ask for headshots to be submitted as part of the CFP application process. Headshots (head/shoulders view) should be in jpg file format and, if possible, no smaller than 800 x 800 pixels. Co-presenters must also be submitted at the time of application. *Headshots will not be considered in the selection of session presenters*.

Please **upload pictures** (preferred) or email to ConfEduChair@D53TM.org. Please use your name as part of the filename. **Application is not complete without headshots**.

Please note that sessions at this Conference are not platforms for selling products or services. If you wish to learn more about being an exhibitor or sponsor please email sponsor.exhibitor@d53tm.org. If chosen as a session presenter you will be able to purchase exhibitor space at a discounted rate of $50 until April 30, 2023.

EXPECTATIONS OF PRESENTERS

- Register for conference by April 15, 2023 (applies to presenters and co-presenters). Specific information sent upon acceptance of session.
- Meet all deadlines including registering for conference & arranging for any handouts. A presenter information & deadlines document will be sent upon selection.
- Reserve and pay for overnight accommodations, if needed, at the presenters' expense.
- Provide electronic copy of handouts and/or reproduce at presenters' expense, if applicable, by date specified.
- Arrive on time to the Conference and check-in at the registration desk by 7:30am.
- Stay in contact with Presenter Chair Rick May between acceptance and the conference.
- Conduct an engaging & informative session.
- Provide feedback on the conference including on your experience as a presenter. This will be requested following the conference.

WE WILL PROVIDE TO PRESENTERS

- Frequent communication to keep you aware of conference details.
- Response in a timely manner in answering any questions that you might have.
- Promote your presentation to District membership.
- Provide you with a professional venue for your presentation including a small table with power, projector & projection screen, and a flipchart, if requested.
- Access to your assigned room at least 10 minutes prior to the start of your presentation.
- An audience of enthusiastic Toastmasters to absorb and participate in your presentation.
- The expected number of attendees for your session the week of the Conference.
- Summary of evaluation comments and ratings from participants.
- A Staff discount off conference registration ticket price. (code will be supplied after acceptance)
- Exhibitor table at presenter rate of $50, if requested.

NOTES

- Per Toastmasters International contest rules, presenters of education sessions at the event at which the speech contest will be held are ineligible to compete in any contest. If you think you might be competing in the District speech contests, don't submit a presenter application.
- Anyone planning to run for a District officer position is also ineligible to be a conference presenter.
- District 53 Toastmasters reserves the right to edit biographical or session information for publishing purposes.
- If you would like to get credit and apply this presentation to a Pathways speech project, we strongly encourage you to get a silent evaluator.

APPLICATION INFORMATION

*To prepare for completing your online application, please make sure you have reviewed this document in its **entirety**.* ***The application must be completed in one sitting, so have your answers prepared, as there is no save draft option****. For the longer comment box questions, you may want to draft and refine this in Microsoft Word (or similar) before starting, then you can just cut and paste the answers in. If you have a co-presenter, be sure to also have their information ready before you start. Information requested in the application are: club number(s)/name(s); current award level; club and district offices held; dates & topics of any previous presentation(s) at a Toastmasters event; biographical information (200 words max); type of presentation; presentation title; presentation abstract (200 words max); three takeaways/learning objectives; and technology requirements.*

Deadline to submit: **February 15, 2023**

Instructions for submitting CFP:
- Electronic proposals are required using the online application form.
- If you are unable to use the online application, please contact us – *see below*.

Reminder that a headshot (**head/shoulders** view, jpg, no smaller than 800 x 800 pixels) and video are **required at time of submission**, including those of any co-presenters you have. Please **upload pictures** or email to ConfEduChair@D53TM.org. Please use your name as part of the filename. Please upload your **CFP Video**.

Submission is not complete and will not be considered without a headshot and video.

Please be aware that there is a review process for presenter applications and a number of factors go into the decision process for awarding presenter slots. Not all applicants will be awarded a slot, and selection at past conferences does not guarantee future acceptance.

You will be notified by March 1, 2023 if you have been selected as a primary or alternate speaker.

If you have questions about submitting a proposal, please contact Rick May, MS5, VC3 Conference Education Chair at ConfEduChair@D53TM.org.

If you have questions about the Conference, please contact: David S. Freedman, DTM, or Janice Dimock, DTM Conference Chairs at ConfChair@D53TM.org.

Thank you for your interest in supporting the
Toastmasters District 53 2023 Conference!