



## 2010 SPRING CONFERENCE CALL FOR PRESENTATIONS

District 58 Toastmasters will host the **2010 Spring Conference** on **April 16-18th** at the beach. The theme of this event is **“Toastmasters: The Link to Your Future and to Your World.”** We anticipate the attendees will leave this event with information they can reminisce upon as they continue their personal communication and leadership journeys. The 2006 World Champion of Public Speaking Ed Hearn will be our special guest.

In preparation for this event, District 58 is in search of the best presenters in our district to help make this conference a success. You are invited to submit a proposal to share your experience and expertise with your Toastmasters colleagues at the 2010 Spring Conference. Others will benefit from your Communications and Leadership experience while you make a valuable contribution to the District 58 Toastmasters community.

Completed Presentation Proposals must be received by  
Sunday, February 28, 2010.

### Proposal Submission Process

**Review this document in its entirety. It contains vital information that will help to address any questions about the Proposal Submission Process.**

Complete the attached **2010 Spring Conference Call for Presentation Application Form**. Forms must be completed and submitted via email to [d58lget@toastmasters-d58.org](mailto:d58lget@toastmasters-d58.org). Questions about this process may be sent via email or you may call Vida A. Jennings, DTM at 803.319.3171

Review your application for completeness and accuracy. Incomplete or late proposals will **NOT** be considered. All applications must include the following:

- o Call for Presentation Application Form
- o One Page Program Outline of your program and the topics you will address.
- o A biographical summary for yourself and any co-presenters.
- o A digital photo of yourself (cropped headshots preferred) to be included in the Conference brochure.

The Lt. Governor Education & Training will send a confirmation of receipt to ensure that we have received your complete proposal in time for consideration.

### Proposal Review Process

Members of the Conference Education Committee will review all completed proposals upon receipt and narrow the field to the most qualified presenters.

The Education and Training team, under the guidance of the Lt. Governor Education & Training will approve the slate of presenters.

Presenters will be notified on **Monday, March 15th** of our selection decision.



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### Program Theme and Proposed Topics

Presenters are encouraged to submit proposals on any topics that they deem appropriate for this forum. The presentations that we select will likely align with one of the following program categories:

- **Communication Development** - Improving all aspects of communication, speaking, listening, etc.
- **Leadership Development** - Improving our ability to influence and lead others, manage Toastmasters Club performance, and enable desired results in Toastmasters and beyond.
- **Professional Development** - Empowering individuals with skills and tools for success in business, career, entrepreneurial or other professional endeavors.
- **Personal Development** - Motivating and inspiring individuals to achieve their personal goals.

### Guidelines and Expectations

Workshop presenters will be chosen based on the quality and content of your proposal. As a presenter you will be expected to adhere to the following guidelines:

**No Advertising of Products or Services:** Recognize that a conference presentation is an opportunity to share information and contribute to the learning and performance community. This should not be considered a venue for direct promotion of product, service or monetary gain.

**Deadlines:** We are working on a tight deadline in preparation for the upcoming event, and we expect our presenters to proactively work with the Conference Education Committee to meet all deadlines.

**Requested Changes:** It is imperative that presenters retain the session content, format, audio/visual needs, and room set-up as originally submitted in the proposal. If changes are required, they must be approved by the Lt. Governor Education & Training, prior to the implementation of the change(s).

#### **Presentation Format:**

Workshops will be 55 minutes and will include:

Facilitator Introduction and Housekeeping – 5 Minutes

Content Delivery and Q & A – 40 Minutes

Facilitator Wrap Up and Evaluation Period – 5 Minutes

**Expenses:** As a non-profit organization, District 58 Toastmasters is working to present the best possible event at a minimal cost.

**Speaker Fees:** We look for contributors who are willing to share their expertise without expectation of payment in the spirit of networking and contributing to the Toastmasters community throughout the district.

**Travel expenses:** Travel to and from the conference location, including hotel lodging, meals, etc. will be your responsibility.

**Conference Registration:** Conference registration fees will not be waived for presenters. All presenters must register to attend the conference.

**Handouts:** Handouts will be produced by the Conference Education Committee upon submission of the speaker's final draft. We will compile all reference documents into a conference package that will be provided to conference attendees either in printed or electronic format. A final electronic copy of handouts will be due on September 30, 2009. Electronic copies of the handout will be accepted if saved as a Word document, PowerPoint Presentation or PDF file.

**Audio-Visual Equipment:** District 58 has access to LCD equipment, flip charts and markers. If you would like to use these supplies for your presentation, you can notify the Lt. Governor Education & Training..