



[Call for Education Session Presenters](#)

Are you a dynamic presenter known to dazzle large audiences? Can you speak eloquently and expertly on a topic that offers personal and professional growth and enrichment?

District 96 Toastmasters is inviting qualified presenters to submit an application to present an Education Session at our upcoming Annual Conference. We are looking for three to eight speakers who can present a 40 to 45-minute session on Saturday morning, April 18, 2020 at the Executive Hotel Vancouver Airport in Richmond, BC. We may also consider one 90-minute session.

Non-Toastmasters may also apply. Many speakers consider it an honour and a privilege to be invited to present at a Toastmasters Conference. After all, Toastmasters International is a world leader in Communication and Leadership development.

The Selection Committee will evaluate applications based on the following criteria:

- Applicant's qualifications and experience
- Content: Completeness, clarity, and audience appeal
- Level of audience engagement and interactive participation
- Relevance to the Conference theme "*Shoot for the moon. It's your time to shine!*"
- Take-away benefits for the audience
- Relevance to one of the identified education tracks (Communication, Leadership, or Personal Development)

Please note:

1. You are responsible for preparing and producing your own handout materials and unless otherwise agreed, meeting your own audio/visual requirements.
2. No hard selling, pitching or promoting yourself or your products or services is allowed during or after your presentation, and no financial compensation or reimbursement of

any expenses will be given. Instead, we will post the profiles of or otherwise reference the selected presenters on our Conference website, District 96's Facebook and other social media channels, at promotional events and in our printed Conference Program (received by 200+ Conference attendees). Presenters will also be featured in at least one email sent to our entire D96 membership (2500+).

3. Selected applicants are not required to purchase the full Conference Registration. If the applicant wishes to attend portions of the conference other than their education session, they are welcome to do so by purchasing the appropriate registration package.
4. Contestants at the District 96 Evaluation and International Speech contests that will take place at the Conference are ineligible to be Educational Session presenters. Thus, you should not apply if you are planning to compete in either contest.
5. Please note education sessions will be presented in the ballroom separated by partitions. Due to sound leaks no loud audio will be allowed in the education sessions.
6. If you would like to be considered for the 90-minute session, please describe how your session time would be used.

The deadline to apply is midnight **December 1, 2019**.

If you have any questions, please contact Neila Scott (findingup@gmail.com), Education Chair for the District 96 Annual Conference 2020.

To submit your proposal, fill out the form below and send it to Neila Scott, Education Chair, at findingup@gmail.com.

District 96 Toastmasters Annual Conference 2020
Education Session Proposal Submission Form

Submission Deadline: December 1, 2019

Personal Information

Name:

Tel:

Address:

Email:

Toastmasters Information

Are you currently a member of Toastmasters?

☐ Yes ☐ No

How long have you been a Toastmaster?

Club name(s)

Toastmasters designation (CC, CL etc.)

Leadership positions held

Other educational qualifications

Proposed Education Session Description

Provide a time-referenced outline of your presentation (200 words maximum)

What is your presentation's working title?

Share at least three learning objectives (50 words maximum)

Describe interactive activities and audience participation: (100 words max.)

What makes you a credible expert on this topic? (50 words max.)

Will you be providing a workbook/handout to the attendees?

☐ Yes ☐ No

Will you be using any slides, videos or props? If so, please identify them.

☐ Yes ☐ No

Why do you want to deliver this presentation?

In which Education Track does your presentation belong? (Select one):

- ☐ Communication
- ☐ Leadership
- ☐ Personal Development

Speaking experience: Describe your previous training and education experience such as venues, audiences, dates, topics, and purpose such as continuing education, etc.

Title/Topic	Length of Presentation	Event/Venue/Purpose	Date	Audience Size (approx.)

Please share any other relevant information on your training and presentation experience in Toastmasters or elsewhere.

Provide at least three testimonials from past attendees at your speaking event(s):

Your bio: Share 150 words about you, and attach a recent headshot. If you are selected, these may be used in publications and promotions for the Conference and your session. You may also be asked to submit a professional headshot obtained at your expense.

Your website

Your social media channels

FB

IG

LinkedIn

Your YouTube or Video Links to your presentations

Equipment requirements: Presenters are responsible for preparing and producing their own visual aids including handouts. The Conference team will provide a moderator to introduce you. Please indicate if you need any of the following:

- ☐ Projector
- ☐ Screen
- ☐ Table
- ☐ Flipchart
- ☐ Other

Provide three references (Name, Email and Tel. #) who will vouch for you and your expertise:

Will you be selling products or making any form of promotion during or after your presentation? If yes, please describe:

Anything else that you would like to add?

Rules & Procedures

1. By submitting this application, you confirm having read the Call for Education Session Presenters.
2. The deadline for submission is midnight, December 1, 2019.
3. Submit your proposal, including any attachments such as your headshot, using the online submission form to Neila Scott, Education Chair, at findingup@gmail.com.
4. If no acknowledgement is received within 5 days of your submission, please contact Neila Scott, Education Chair, at findingup@gmail.com.
5. The final selection of Education Session Presenters will be made by the Education Sessions Selection Committee.
6. The Selection Committee will endeavour to announce the final selections by December 20, 2019. All applicants will be notified regardless of outcome.
7. Contestants at the District 96 finals of the Evaluation and International Speech Contests are not eligible to present Education sessions during the D96 Conference. Do not apply if you are competing.
8. Education Session presenters are not compensated financially or otherwise, and Conference fees are not waived.
9. Applicants may submit multiple proposals, however successful applicants will be allowed to present only one Education Session.
10. Proposals from previous Conference presenters are welcome.
11. Upon selection, speakers will be required to provide a short promotional video of about one minute in duration.
12. Once selected, speakers will not be allowed to substantially change the topic or time referenced outline without prior approval of the Education Sessions Chair.
13. Selected speakers must ensure they do not use any copyrighted materials in any part of their presentations and represent that the Education Session is their own original work, does not infringe upon intellectual property rights of any third party and agree to indemnify and hold harmless Toastmasters International, its officers, employees and agents for any breach of this representation.
14. Selected presenters will be required to grant Toastmasters International a non-exclusive, royalty-free license in the Education session presented, including but not limited to the spoken/printed words and any accompanying audio-visual or electronic presentations, and any handout materials. Speakers will not receive any royalties or other monetary compensation from Toastmasters or its designees for the license granted.

The Conference Committee will:

- Regularly communicate with you and keep you posted of relevant details
- Answer any questions that you might have
- Promote your workshop to Toastmasters in District 96
- Provide you with a suitable room, and – if required and available – a projector, screen, flipchart, etc.
- Provide a room supervisor to introduce you and assist you
- Provide an audience of enthusiastic Toastmasters to participate in your presentation
- Any evaluations of your session from attendees will be shared with you

THANK YOU FOR SUBMITTING YOUR APPLICATION!