

## Guidelines for Speaker Proposals

The Greater Dallas and Fort Worth Metro AFP Chapters are pleased to invite speaker proposals for education sessions at the 2024 Annual AFP DFW Philanthropy in Action Conference. The conference is scheduled for Thursday, June 6, 2024 and Friday, June 7, 2024 at the Hyatt Regency DFW Airport in Irving, TX.

The DFW Conference is one of the largest regional AFP conferences in the nation, attracting fund development professionals from Texas and the surrounding states. The following guidelines have been adopted to ensure an exemplary experience for conference attendees. Please carefully read the information below before completing your application.

Presenters will be selected by the AFP DFW Speaker Committee, comprised of volunteers in our profession with various expertise and experiences. The committee is interested in presentations that are both practical and inspirational and provide useful, timely information to attendees.

Educational sessions are 60 minutes, allowing 45-50 minutes for the presentation and 10-15 minutes for Q&A.

Attendance per session is typically 50-100 nonprofit staff, board members, and volunteers.

The following guidelines are established to ensure these objectives are fulfilled:

### GENERAL:

1. **Presentation Submission:** All proposals must be submitted via our [Cvent Conference app](#). Speakers will be chosen on a rolling basis, so we encourage all interested speakers to submit proposals as soon as possible.
2. **Presenter Profiles:** If more than one presenter is involved, the lead presenter should be identified as the contact. However, all required information about the professional qualifications and experience must be furnished for each presenter.
3. **Complimentary Registration:** Presentations made at the conference are considered contributions to the profession and all related expenses are the responsibility of the presenter(s). The conference will provide the presenter(s) with complimentary registration.
4. **Presenter Substitutions or Revisions:** Substitution of primary or secondary presenters after the proposal has been accepted must be approved by the DFW Speaker Committee. If emergency or time constraints prevent evaluation of a substitute presenter, the conference reserves the right to cancel the presentation, and/or assign it to another available presenter.
5. **Presentation Times:** All time slot requests will be considered, however the DFW Speaker Committee reserves the right to schedule presentations based on topic need throughout the day.
6. **Editing and Refining the Proposal:** The DFW Speaker Committee reserves the right to ask the speaker(s) to refine the proposal.
7. **Number of Proposals per Presenter:** Please limit the number of session proposals submitted to no more than four (4) per presenter.
8. **Eligibility for Submitting Proposals:** While the objective is to provide the latest information that will enhance the professional knowledge of members, the following guidelines will be used:

- a. Preference will be given to presenters who are AFP Faculty Training Academy/Master Teacher graduates, ACFRE, CFRE, AFP members, and reciprocal members.
  - b. To bring new ideas and learning opportunities to the members, AFP encourages and welcomes proposals from new presenters.
9. **Presentation Slides & Handout Materials:**
- a. Speakers must provide their presentations and all information necessary for CFRE approval to the Speaker Committee no later than Friday, March 8, 2024.
  - b. The contents of each slide should be understandable and accompany a written summary of the presentation.
  - c. To follow a green policy and avoid paper waste, PowerPoint slides and handouts will be posted to the Cvent conference app, which is accessible only to attendees.
  - d. A speaker who does not wish to have their presentation posted to the Cvent conference app should bring paper copies to the conference for distribution in their session.
  - e. **All presenters are required to provide their own laptops at the conference.** The conference will provide an LCD projector, screen, and microphone. The ICC is PC-friendly and does not provide adapters for Apple products.
  - f. While reference to a presenter's services or products may be included if relevant to a presentation, no commercial offers or product promotions should be included in the slide presentation or mentioned verbally during the session. Promotion includes handing out freebies, inviting attendees to sign up for prizes, or to stop at the presenter's exhibit booth.
  - g. References to published books should be limited to their relevant content. Personally selling or promoting one's book in the session must have prior approval from the Speaker Committee.
  - h. Presentation slides may not be altered after being approved and posted on the Cvent conference app. If any information needs to be updated or added to keep the presentation current (new laws or developments in the field, etc.) the same should be sent to the DFW Speaker Committee no later than two weeks prior to the conference.

The committee is seeking program topics that appeal to a broad range of attendees from entry-level to advanced fund development professionals, executive directors, board members, and volunteers. Speakers are encouraged to present session topics that range from the science of fundraising strategies to leadership skills, current events affecting philanthropy, emerging trends, the use of technology and other areas that will benefit our membership.

Please complete the Speaker Abstract, which requires a current bio and a headshot. Links to video presentations of past speaking engagements are welcomed.

1. **Provide an engaging and informative title for your presentation**
2. **Include three (3) learning objectives**
3. **Choose TWO topics – the first is your topic area for your presentation, and then also choose a content level (Beginner, Intermediate, Advanced). This is very important!**
4. **Describe your proposed presentation in detail**

You WILL be able to return to the speaker portal and modify your submission prior to selection or rejection, up to and including the submission deadline of December 10, 2023.

Speakers will be notified as they are selected, no later than early January.

Presenters representing companies that provide services for a fee to nonprofit organizations will be considered if the presentation topic provides overall educational value to our members. *Sales statements and promotional material are not permitted during the presentation and will exclude you and your company from presenting in future years.*

Submission of a proposal is no guarantee of acceptance by the 2024 DFW Philanthropy in Action Conference.

Please submit proposals by Sunday, December 10, 2023 to:  
Zoe Metcalf - 2024 Philanthropy in Action Conference Chair  
Manuel Mesa - 2024 Philanthropy in Action Conference Co-Chair  
[Speaker Proposal Portal](#)  
Questions? Contact [speakers@dfwpc.org](mailto:speakers@dfwpc.org)