Thank you for submitting a Workshop Presentation Proposal!

You are invited to submit more than one proposal if you have several ideas you would like to be considered; each must be in a separate application.

www.toastmasters60.org

**INSTRUCTIONS AND RELEVANT INFORMATION:**

* Proposals must be submitted in the format provided here
* All sections must be completed in order for your proposal to be considered
* Use separate pages for additional information, if required
* Workshops should be designed to fill a 60-minute time allotment including Q&A; group size may range from 10 to 60 participants
* Please include a head shot photograph
* Please be sure to review the Conditions on the last page and sign (or input) your name where indicated at the bottom
* Send only completed forms to the Workshop Bureau Chair at [workshops@toastmasters60.com](https://wcc.godaddy.com/)

*Partially completed submissions will not be considered*

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| **WORKSHOP OVERVIEW** | |
|  |  |
| PRESENTER NAME(S) |  |
|  |  |
| Email: |  |
|  |  |
| Phone #: |  |

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| --- | --- |
| Workshop Title:  (Must be fewer than 10 words) |  |
|  | Explain what the member will learn from your presentation – why should they come to your presentation? |
| Learning Outcomes: |  |
|  | This synopsis will be provided in promotional material |
| Workshop Synopsis:  (Must be fewer than 50 words) |  |

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|  | | | **WORKSHOP PRESENTATION PROFILE** | | | | | | | | | |
| Learning Track:  (Select the most appropriate track for your workshop) |  | | | | Leadership | | | |  | | Communication Skills | |
|  | | | | Personal / Professional Development | | | |  | | Club Excellence | |
|  | Provide a detailed explanation and/or outline of your presentation – this information will be used in adjudicating the proposal for final selection. | | | | | | | | | | | |
| Detailed Description:  (Must be fewer than 200 words) |  | | | | | | | | | | | |
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| Introduction:  (approximately 100-150 words) | Provide a one minute introduction for your activator | | | | | | | | | | | |
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|  | | **ADDITIONAL CONSIDERATIONS** | | | | | | | | | | |
|  | | Provide any additional comments or details that you feel would support your application. | | | | | | | | | | |
| Please limit comments to the space provided: | |  | | | | | | | | | | |
|  | **FACILITIES REQUIREMENTS** | | | | | | | | | | | |
|  | Check the items below you will require. | | | | | | | | | | | |
| Visual Aids / Support |  | | | Handouts | | |  | Flip Charts & Markers | | | | |
|  |  | | | Projector | | |  | Screen | | | | |
|  |  | | | Lectern | | |  | Table | | | | |
|  |  | | | | | | | | | | | |
| *AV Equipment Additional Notes:* |  | | | | | | | | | | | |
|  | | | **PRESENTER PROFILE** | | | | | | | | | |
| Toastmasters Designation(s): | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Toastmasters Club Name: | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Division & District: | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Biographical summary: Please limit to 50 words | | | Tell us about you! | | | | | | | | | |
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|  | | |  | | | | | | | | | |
| Previous Toastmasters presentation experience outside of your club: | | | e.g. Presentations at District Club Officer Training, Division Training, District Conferences, etc. | | | | | | | | | |
|  | | | | | | | | | |
|  | | | **REFERENCES** | | | | | | | | | |
| Toastmasters | | | List two Toastmasters members who can comment on your skills as a presenter and the proposed presentation’s suitability for a Club, Area, Division or District event. | | | | | | | | | |
|  | | | Name: | | |  | | | | | | |
| Email: | | |  | | | | Phone: | |  |
| Name: | | |  | | | | | | |
| Email: | | |  | | | | Phone: | |  |

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| Would you like your Workshop to be considered for the **Workshop Bureau?**  The **Workshop Bureau** (located under the Club Officers tab) is a compelling library of exceptional workshops that Clubs, Areas, Divisions, the District and other organizations may request for their meetings and special events throughout the year.‎ | Y/N |
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**CONDITIONS:**

The following conditions must be met for submissions to be considered. As a presenter, I understand that:

1. My photo and workshop information may be used for Workshop Bureau and Toastmasters promotional purposes.
2. Materials presented remain my own intellectual property; any handouts must include a clause specifying any copyrights (if there are any) and/or restrictions on copying.
3. I am responsible for arranging any video recording of my workshop; participants must be informed of such before the workshop begins.
4. Once my workshop proposal has been approved, I agree that I will not change the topic or alter the content substantially without prior notification and approval from the Workshop Bureau.

I acknowledge that I have read and agree to all of the above conditions, and that all of the information I have provided in this application is correct, to the best of my knowledge.

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| --- | --- |
| Date: |  |
| Signature/Name: |  |