Thank you for submitting an Educational Session\* presentation proposal for the District 60 annual conference. The Educational Sessions will be conducted on Saturday, May 13, 2023.

**PLEASE NOTE:**

1. **\*This year the District is open to proposals for a variety of educational sessions. Examples include workshops, lectures or panel discussions.**
2. **The educational sessions will be hybrid. You may choose to present in person or online. The audience could be both in-person and online.**
3. **The theme for the conference is “Chart Your Future.” *Preference will be given to great educational session proposals that align with the conference theme.* Hence, when developing your topic please ensure that, as a result of attending your presentation, the attendees will derive benefits that will aid them in charting a better future for themselves.**
4. **Please include a 1-2-minute video summarizing your proposal. This video is for selection purposes only and will not be used to promote your presentation. If your application is accepted, you will be required to prepare a promo video no longer than 2 minutes.**

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

**First-time presenters at the district conference are required to rehearse their educational session in a pilot setting and obtainan evaluation from the Workshop Bureau’s Workshop Support Team (WST). Experienced presenters are also required to rehearse their educational session to ensure a conference quality presentation. The rehearsal can be held at events at your club, area, division, or outside Toastmasters. Please provide your plan for the rehearsal in the EXPERIENCE section of the application form to facilitate the arrangement of a formal evaluation. If you need assistance in finding an avenue to rehearse your presentation, please contact the Workshop Bureau Chair at** [workshops@toastmasters60.com](about:blank)

**SUBMISSION DUE DATE:** January 23, 2023

**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
* Presentations should be designed to fill a 50-minute time allotment including Q&A; group size may range from 10 to 60 participants
* Please include a head shot photograph
* Please include a 1-2-minute video summarizing your presentation
* Please be sure to review the Conditions on the last page and sign (or input) your name, where indicated, at the bottom
* Please use the following format for your file name: Your last name­­­­\_first name - presentation title
* Send only completed forms to the District 60 Workshop Bureau Chair at [workshops@toastmasters60.com](about:blank)

*Partially completed submissions will not be considered*

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

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| --- | --- | --- | --- | --- | --- |
| Educational Session Title:  (Must be fewer than 10 words) |  | | | | |
| Educational Session Type:  (Select the most appropriate type for your presentation)  Minutes Allocated for Audience Participation (e.g., exercises, Q&A, etc.) | |  |  |  |  | | --- | --- | --- | --- | |  | Workshop |  | Panel Discussion | |  | Lecture |  | Other - Please describe |  |  | | --- | |  |   Please note that the total presentation time is 50 minutes.  Explain how your presentation will help conference attendees ‘Chart’ their future. | | | | |
| Conference Theme Promotion: |  | | | | |
|  | 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 | | | | |
| Educational Session Synopsis:  (Must be fewer than 50 words) |  | | | | |
|  | | **EDUCATIONAL SESSION PRESENTATION PROFILE** | | | |
| Learning Track:  (Select the most appropriate track for your presentation) |  | | Leadership |  | Communication Skills |
|  | | Personal / Professional Development |  | Club Excellence |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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) |  | | | | | | | | |
| 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: | |  | | | | | | | |
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|  | **FACILITIES REQUIREMENTS** | | | | | | | | |
|  | Check the items below you will require. | | | | | | | | |
| Visual Aids / Support |  | | | Handouts | |  | Flip Charts & Markers | | |
|  |  | | | Projector | |  | Screen | | |
|  |  | | | Lectern | |  | Table | | |
| Additional Support | *Please specify* | | | | | | | | |
|  |  | | | | | | | | |
|  | **ONLINE REQUIREMENTS (If ~~workshops move~~ you elect to present online)** | | | | | | | | |
|  | Check the items below you will require: | | | | | | | | |
| Zoom Functionality/Support |  | | | Screen Sharing | |  | Breakout Rooms | | |
|  |  | | | Polls | |  | Chat Monitor | | |
| Additional Support | *Please specify* | | | | | | | | |
|  |  | | | | | | | | |
|  | | | **PRESENTER PROFILE** | | | | | | |
| Toastmasters Designation(s): | | |  | | | | | | |
|  | | |  | | | | | | |
| Toastmasters Club Name: | | |  | | | | | | |
|  | | |  | | | | | | |
| District & Division: | | |  | | | | | | |
|  | | |  | | | | | | |
| 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. | | | | | | |
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|  | | | **EXPERIENCE** | | | | | | |
| Past and planned experience for this presentation. *Please include your plans for a rehearsal session.* | | |  | | | | | | |
|  | | | **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 educational session to be considered for the **Workshop Bureau?**  The **Workshop Bureau** (located under the Resource tab of the District 60 website) is a compelling library of exceptional presentations that Clubs, Areas, Divisions, the District and other organizations may request for their meetings and special events throughout the year.‎ | Y/N |
|  |

**CONDITIONS:**

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

1. My photo and presentation 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. Once my 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 Conference Committee.

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: |  |