Thank you for submitting a workshop presentation proposal for the District 60 annual conference. Workshops will be conducted on Saturday, April 30, 2022.

**PLEASE NOTE:**

1. **The workshops will be in-person, but if we are unable to meet in-person, the workshops will move to the online environment.**
2. **The theme for the conference is “Transforming Our Tomorrows”. Please take this into consideration when developing your workshop.**

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.

**District 60 encourages new and previous workshop facilitators to propose new and past workshops. New workshops for presentation at the district are required to be tested in a pilot setting and a formal evaluation from the Workshop Bureau’s Workshop Evaluation Committee be obtained. The pilot can be held at events at your club, area, division, or outside Toastmasters. Please provide your plan for testing in the EXPEREINCE section of the application form for the arrangement of a formal evaluation.**

**SUBMISSION DUE DATE:** January 22, 2022

**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 50-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
* Please use the following format for your file name: Your last name­­­­\_first name - workshop title
* Send only completed forms to the District 60 Workshop Bureau Chair at [workshops@toastmasters60.com](mailto:webmaster@toastmasters60.com)

*Partially completed submissions will not be considered*

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) |  | | | | | | | | | | | |
|  | | | **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) |  | | | | | | | | | | | |
| Introduction:  (Approximately 100-150 words) | Provide a one-minute introduction for your activator | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | **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 | | | | |
| Additional Support | *Please specify* | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
|  | **ONLINE REQUIREMENTS (If workshops move 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! | | | | | | | | | |
|  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Previous Toastmasters presentation experience outside of your club: | | | e.g. Presentations at District Club Officer Training, Division Training, District Conferences, etc. | | | | | | | | | |
|  | | | | | | | | | |
|  | | | **EXPERIENCE** | | | | | | | | | |
| Past and planned experience for this workshop | | |  | | | | | | | | | |
|  | | | **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: | |  |

|  |  |
| --- | --- |
| Would you like your Workshop 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 workshops 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 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. My workshop will be recorded for the benefit of District 60 members and made available for subsequent viewing. Participants will 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 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.

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