CALL FOR PRESENTATIONS

Charting Our Course, Claiming Our Future
Center for Non-Profits
2016 Annual New Jersey Non-Profit Conference
Wednesday, December 7, 2016
The Palace at Somerset Park

The Center for Non-Profits is planning our annual New Jersey Non-Profit conference and is actively seeking proposals from potential breakout session presenters. Each year, our conference offers a stimulating day of thought-provoking presentations, hands-on workshops and unique opportunities for insightful networking/dialogue among leading thinkers and champions of the non-profit community. Over 450 attendees are expected at this year’s conference.

Breakout sessions are 75 minutes long and cover a wide range of topics of general interest to a broad cross-section of New Jersey’s non-profit and philanthropic non-profit community. Submissions focusing on different levels of experience (e.g., beginner, intermediate and advanced) will be considered. Please refer to past conference details (2015, 2014 and 2013) participation, schedules, and topics presented.

Except in very unusual circumstances, we cannot pay or provide travel expenses for breakout presenters; but every presenter receives a full complimentary registration to the conference as well as significant multi-media exposure before, during and after the event.

THEME: This conference will cover a wide range of topics that non-profit organizations face individually, organizationally, and as part of the larger community, in order to proactively prepare for the future.

Organizations that are prepared to navigate change and transition – be it sudden and unexpected or strategically planned and purposefully set in motion – will be better equipped to influence change and adapt as needed in the continuously shifting policy, legal and philanthropic landscape. Including stakeholders of all stripes, using effective communications for change and forging strong and diverse partnerships are just some of the essential elements for strength, impact and sustainability.

To be considered as a 2016 conference presenter, please send us your idea(s) no later than August 5, 2016. Be sure to include:

- Proposed session title or topic, and brief description of presentation (200 words or less)
- Intended audience and experience level for your presentation (e.g., non-profit executives; finance directors; board members; entry level; intermediate; advanced; etc.) Specify any size limitations if applicable.
- Your name, affiliation and names/affiliations of other presenters (if any)
- Proposed format of presentation – presentation, moderated panel, interactive exercises, etc.
- Take-aways for participants – what will participants learn? Will any handouts be provided? Will there be actions they can take right away as a result of your session?
- Your expertise and demonstrated track record and skill as a presenter/speaker. Links to videos, names of references, testimonials, evaluations from your prior sessions or similar documentation are all welcome.
We’re especially interested in hearing from presenters representing a diversity of backgrounds and perspectives, as well as presentations by, or which prominently feature, non-profit organizations.

Before you submit, be sure you read and agree to the attached 2016 Proposal Criteria & Presenter Expectations

The Center is working now to fill our conference tracks, so send us your ideas right away! We can’t guarantee that your proposal will be accepted; but we will keep submissions on hand for possible use in other events or workshops during the year.

Email your submissions as soon as possible (Friday, August 5, 2016 deadline) to center@njnonprofits.org with subject line of “2016 Presentation Proposal.” For questions, contact Debbie Duncan at 732-227-0800 or debbie@njnonprofits.org.
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2016 PROPOSAL CRITERIA & PRESENTER EXPECTATIONS

To submit a proposal for an educational breakout session for the 2016 Annual NJ Non-Profit Conference, please review these criteria and expectations. Submission presumes agreement with these parameters. Proposals will be considered as they are received, so early submission is encouraged. Deadline for consideration for the 2016 conference is Friday, August 5, 2016.

Date: Wednesday, December 7, 2016 | 8:00 AM – 5:00 PM
Location: The Palace at Somerset Park

SESSION FORMATS: We expect to have 16 – 18 breakout sessions of 75-minute duration, which should include time for questions and answers. Concurrent morning and afternoon sessions are expected to begin at approximately 10:45 AM and 2:30 PM (schedule details will be confirmed at a later time). Submissions may be:

1. Individual workshop with one or more co-presenters on a topic
2. Panel of up to 5 panelists, with a moderator
3. Discussion, interactive group activity, problem solving/brainstorming, etc. (Contact the Center to verify space needs can be met).

Note: The conference planning committee may ask you to be flexible in your presenters or format.

PROPOSAL REVIEW

Call for Presentations (CFP) submissions are reviewed and evaluated by the Conference Planning Committee, selecting proposals that best fit within the framework of the conference theme and priorities. Notification of acceptance will be sent by September 1, 2016.

Selection Criteria:

- Relevance of the subject matter to a diverse and reasonably broad spectrum of the non-profit community
- Quality of learning objectives
- Level of interactivity and method of diverse teaching styles
- Quality of take-away tools/action steps offered to learning session attendees
- Substantiated presentation skills
- Originality of submission

Selection decisions of the Center are final. The Center reserves the right to select or seek presentations or presenters from outside of this review process.
COMPENSATION
While breakout presenters are not financially compensated, every presenter receives a full complimentary registration to the conference, including breakfast and lunch, as well as significant publicity exposure before, during and after the event.

PROMOTIONAL POLICY
Conference workshops are learning experiences and, as such, are non-commercial. Although presenters are welcome to provide contact information and distribute basic brochures about their organization or firm, or to mention an offering as an incidental part of a larger presentation, under no circumstances should a session or program be used as a forum for direct promotion of a speaker's products or services or for monetary self-interest.

Presenters are expected to:
- Meet all deadlines (providing descriptions, A/V and set-up needs, presenter biographies/headshots, handouts, etc.)
- Notify the Center immediately of any changes of co-presenters or changes to the identity or number of presenters
- Honor commitment to provide quality educational program and handouts
- Observe the Promotional Policy (above)
- Agree to be photographed and included in the Center’s communications platforms
- Promote the event in advance through the presenter’s networks, such as email, social media, word of mouth and others as applicable

The Center will:
- Provide a complimentary, full conference registration for all presenters/panelists
- Provide room and equipment set-up to meet your specifications, to the extent feasible
- Grant you valuable professional exposure to the New Jersey non-profit community and beyond through our extensive marketing and promotion of the conference and its programs in print, online and social media in advance of, during and after the event.
- Provide you with evaluation results for your session after the conference

Email your submissions as soon as possible (August 5, 2016 deadline for 2016 conference) to center@njnonprofits.org with subject line of “2016 Presentation Proposal.” For questions, contact Debbie Duncan at 732-227-0800 or debbie@njnonprofits.org.

Conference Planning Committee
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Thank you for your interest in advancing the non-profit community. We look forward to your submission.