



## 2019 ServeMontana Symposium Request for Session Proposals

Please submit your session proposals online here to <http://serve.mt.gov/ServeMT/serve-montana-symposium>. Note that once you start entering your submission online, you will be able to edit your responses before the final submission. But it's recommended that you complete your answers in another document before submitting through the online form. You can submit more one proposal.

The priority deadline for submitting your proposal is **5:00PM on January 11, 2019**. The final deadline is January 25, 2019. We will notify you about the status of your proposed topic by Feb 8, 2019. If you have any questions about the 2019 ServeMontana Symposium or this Request for Proposals, please contact [serve@mt.gov](mailto:serve@mt.gov) or 406-444-9077.

### Information to prepare prior to submission:

#### Presenter Information

- ✓ Presenter(s) contact information, you will be able to enter up to five presenters.
- ✓ A brief bio for each presenter, please limit your biographical information to 100 words or less. This will be used in conference materials.

#### Session Information

- ✓ Proposed session title – The theme for this year's Symposium is "**Service: The Heart of Montana**," so keep that in mind when coming up with presentation topics and titles.
- ✓ Brief Session Description, please provide a brief summary description in 150 or less for program booklet
- ✓ Three learning objectives
- ✓ Full session description. Please use as much space as necessary to provide a clear understanding of the topic you will present, why you believe this is relevant for the nonprofit sector, or anything else of importance.
- ✓ Type of Presentation
  - Presentation with Power Point or Visuals
  - Lecture with no visuals
  - Group discussion or roundtable
  - Panel
  - Activity or demonstration
  - Other \_\_\_\_\_
- ✓ Have you presented this session or topic before? If yes, when and where?

### Presentation proposal review considerations:

- ✓ In what way is the topic relevant to service and volunteerism?
- ✓ What makes the topic/session interesting to attendees?
- ✓ Is the topic's focus clear and well-defined so that expectations of attendees are met?
- ✓ Will attendees feel that they learned valid, reliable information that they can put to use right away?
- ✓ How will the presenter(s) make the session engaging and interactive?
- ✓ What references have the presenter(s) provided indicating that they are knowledgeable and engaging speakers?
- ✓ What handouts, materials, and resources will be provided to enhance the session?
- ✓ What is the presenter's philosophy about adult learning styles, and how do they incorporate this philosophy in the presentations(s)?