



ServeMontana Symposium Request for Session Proposals - Tips

Please submit your session proposals online here, <https://serve.mt.gov/ServeMontana/servemontana-symposium>.

Once you start entering your submission online, you will be able to edit your responses before the final submission but cannot save a draft to submit later. It is recommended that you prepare your responses in a word processing document before submitting online. Presenters may submit more than one proposal.

The priority deadline for submitting your proposal is 5:00PM on January 8, 2021. The final deadline is January 15, 2021. OCS will notify you about the status of your proposal close to Feb 5, 2021. If you have questions about the ServeMontana Symposium or this Request for Proposals, contact serve@mt.gov or 406.444.5547.

Information to prepare prior to submission

1. Presenter contact information
2. Additional presenter contact information, if applicable
3. Brief bio of yourself, 250 words or less
4. Concisely describe your experience speaking, training or facilitating
5. Proposed session title – The theme for the ServeMontana Symposium is “**AmeriCorps Service: Being the Best of Montana**,” so be creative when coming up with presentation topics and titles.
6. Session description, please provide a brief description, 400 words or less. Please provide a concise, clear understanding of the topic you will present, why you believe this is relevant for national service members.
7. Three learning objectives
8. Type of Presentation
 - Presentation with Power Point or Visuals
 - Lecture with no visuals
 - Group discussion or roundtable
 - Panel
 - Activity or demonstration
 - Other _____
9. Which of the following does your session address? Select all applicable
10. Have you presented this session or topic before?
11. How will you incorporate online training best practices?
12. Please provide one relevant reference
13. Are you an AmeriCorps Alum?
14. Fair Market Value material submission, if applicable

Presentation proposal review considerations:

- ✓ In what way is the topic relevant to service and volunteerism? What makes the topic/session interesting?
- ✓ 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 use right away?
- ✓ How will the presenter(s) make the session engaging and interactive while presenting online?
- ✓ What references have the presenter(s) provided indicating that they are knowledgeable and engaging speakers?
- ✓ What is the presenter's philosophy about adult learning styles, and how do they incorporate this philosophy in the presentations(s)?