

## **LEADING THE WAY**

### **2011 MNN/AGM CONFERENCE AND EXPO**

**Thursday, October 20, 2011**

**Best Western Trade Center in Marlborough**

#### **Request for Workshop Proposals – Due April 10<sup>th</sup>, 2011:**

The Massachusetts Nonprofit Network (MNN), and Associated Grant Makers (AGM) are requesting proposals for workshops to be presented at their joint Conference & Expo take place on October 20<sup>th</sup>, 2011. The conference will bring together nonprofit organizations, as well as consultants and foundations, to bolster their knowledge of effective practices thus strengthening their ability to carry out their mission and work. This year, our focus and on Leadership – both within and by the sector - and we expect over 600 individuals to attend and take part in this exciting opportunity.

#### **About us:**

The Massachusetts Nonprofit Network is the first statewide association of nonprofit organizations in the Commonwealth. The organization was founded in 2007 with a mission to strengthen Massachusetts through nonprofit advocacy, public awareness, and capacity building.

Founded in 1969, Associated Grant Makers is the only regional association of grant makers, both foundations and corporations with giving programs, serving in, or making grants in Massachusetts and New Hampshire. AGM promotes the practice and expansion of effective and responsible philanthropy to improve the health and vitality of the region.

#### **What we are looking for:**

Nonprofits and the individuals that lead them are often at the forefront of social change, building stronger more equitable communities and pushing the needle forward in the creating of a better world. As such, this year's conference theme is "Leading the Way", and we are looking for proposals that clearly incorporate leadership into their purpose and plan. Priority will be given to those sessions that further leadership capacity within nonprofit organizations and/or the broader sector, or advance skills, introduce technology, or promote practices that are cutting edge and/or demonstrate the ability of the sector to play a leadership role in society.

#### **Workshop Sessions:**

There will be three sessions of 10 workshops running concurrently lasting 60 minutes each. We will consider a limited number of workshops that have two parts to them, continuing over both sessions.

Session times are as follows:

Session 1: 10:30 AM

Session 2: 11:50 AM

Session 3: 2:10 PM

### **Criteria for Selection:**

- ♦ **How the workshops will help participants advance their own leadership ability or the leadership position of their organization**
- ♦ Workshop style preference given to interactive, hands-on formats
- ♦ How well the workshop plan fits into the allotted time of 60 minutes
- ♦ The clarity of the workshop title and description
- ♦ Ensuring that the workshop is content-based rather than promotional for the presenters
- ♦ How interesting, important, unique, and/or compelling the workshop is
- ♦ How the workshop will help the participants do their jobs more effectively
- ♦ How experienced the trainers are and their level of expertise in the content or topic being presented

### **Audience descriptions should include:**

- Target audience
  - Professional position
  - Organizational size
  - Sector
  - Client base
    - Serving individuals
    - Serving other organizations (organizations and/or consultants)
  - Board members
- Level -- introductory, intermediate, advanced

### **Areas of interest include the below areas, but are not limited to:**

- Advocacy & Public Policy – or other related topics
- Career Development – career ladder, next generation development, education and support
- Communication & Marketing – including social media
- Cultural Competency & Diversity – or other related topics
- Governance & Board Members – roles & responsibilities, training, engaging & recruiting
- Financial Management & Operations – effective and efficient
- Metrics & Evaluations
- Resource Development & Fundraising
- Staff Management – HR, staff development, succession planning
- Technology
- Other Leadership

**REMINDER - How the workshops further the ability of the participants to advance the leadership capacity in their particular position or for their organization will be a major consideration in our workshop selection.**

### **Other Information:**

The lead presenter will be responsible for ensuring that the session design, time management, handout materials, equipment requests, etc. result in a high quality workshop. The lead presenter will receive all communications from the conference planning committee/staff and will be responsible for communicating with all other presenters and for sending all required information by the deadline(s).

Workshops with fewer than 10 people signed up by the registration deadline may be canceled at the discretion of the conference planning committee. You will be notified by Thursday, October 13 at the latest if your workshop is being canceled.

Presenters will receive a list of workshop participants by Monday, October 17. However, please be aware that we do get walk-ins and last-minute registrations.

The registration fee is waived for workshop presenters (limit of 2 persons). Presenters are responsible for their own travel, materials and out-of-pocket expenses.

### **Selection process and notification:**

You will be notified by May 24<sup>th</sup>, 2011 whether your workshop has been selected. If your workshop is selected, we will inform you of your time slot at that time. All communications will be made to the lead presenter identified on the proposal submission form.

The conference planning committee and/or staff may edit titles and session write-ups for clarity and to fit the brochure format. We will make every effort to confer with the lead presenter before publication.

In most cases, we will not accept more than one workshop from the same presenter or the same organization/program. We have found that the conference benefits from a broad selection of voices and experiences.

### **How to submit a Proposal:**

- Please submit workshop proposals on the online form at [www.massnonprofitnet.org/conference](http://www.massnonprofitnet.org/conference)
- You will have one hour to prepare the online form, so we suggest that you draft your answers before beginning

### **What will be asked on the form:**

#### **Lead Presenter Information**

**Name, Title**

**Organization**

**Address, City, State, Zip**

**Telephone number, Email, Website**

#### **Workshop Description**

**1. Workshop title**

**2. Type of programming format**

- Experiential training (“hands on” or group dynamic format)

- Open Forum /discussion
- Presentation / panel / lecture format
- Other (please describe):

3. **General Focus: select from list of topics on page 2.**
4. **Who is the target audience for your workshop (see page 2)?**
5. **What topic(s) or content will be covered? This brief description of your workshop will be used in conference materials/publicity. (100 words or less)**
6. **What will the participants take away from your workshop?**
7. **How does your workshop illustrate the conference theme of leadership?**
8. **How many presenters/facilitators are there (limit of two unless there is a panel)? Full names and contact information of all other presenters/facilitators: (email, phones, snail mail address)**
9. **Brief bio(s) of presenters/facilitator(s) describing their experience as trainer/presenters and their expertise in the content or topic being presented. (2-3 sentences/under 150 words each)**
10. **Have you presented/facilitated on this topic at nonprofit conferences in the past? If yes, where and when?**
11. **Will you allow MNN/AGM to post your workshop materials or Powerpoint presentations online, post conference?**
12. **Names and contact information for three references**

#### **Questions:**

Please direct questions to the MNN /AGM Conference Committee via phone at (617) 330-1188 or via email at [info@massnonprofitnet.org](mailto:info@massnonprofitnet.org). Information on last year's conference (including past workshop presentations) may be found at <http://www.massnonprofitnet.org/conference/>

***Thank you so much for your interest in our conference.***

***Please note that there is no stipend for participating in these workshops.***