**WORKSHOP SUBMISSION FORM**

1. **Main Contact Information:**

*Main contact will receive all workshop-related communications and will be responsible for sharing information with co-presenters.*

|  |
| --- |
| Name: |
| Organization/Affiliation: |
| Email: |
| Website: |
| Phone: |
| Address: |
| City: | St: | Zip: |

1. **Number of Presenters:** *(may not exceed two, unless panel format)*
2. **Presenter Contact Information:**

*If you have more than two presenters, provide the same information for the rest by copying and pasting the tables below onto a second sheet.*

|  |
| --- |
| Presenter 1 Name: |
| Organization/Affiliation: |
| Email: |
| Website: |
| Phone: |
| Address: |
| City: | St: | Zip: |
| Presenter 2 Name: |
| Organization/Affiliation: |
| Email: |
| Website: |
| Phone: |
| Address: |
| City: | St: | Zip: |

1. **Presenter Bios:** *(maximum of 100 words)*

*Note that bios will be used in promotional materials, if selected.*

1. **Workshop Title:**
2. **Format:** *(select one)*
* Experiential Training
* Open Forum/Discussion/Roundtable
* Presentation/Lecture
* Panel
* Other, please describe:

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1. **Level:** *(select one)*
* Introductory (for attendees with little knowledge or experience/focuses on basics or broad overviews)
* Intermediate (for attendees with some knowledge or experience/focuses on building on a basic foundation to strengthen skills)
* Advanced (for attendees with extensive knowledge and/or experience/focuses on presenting new or innovative trends and strategies and/or requires a high level of previous knowledge)
1. **Categories:** *(select one)*
* *Marketing, Media & Public Relations*
* Branding & Design
* Communication and Marketing 101
* Successful and Efficient Networking
* Social Networking and Online Communications
* Dealing With The Press, What Do They Really Want?
* How To Make The 5 O'clock News?
* Public Relations, Media and Press Releases
* *Community*
* Intersex 101
* Future Leaders: The Youth Perspective
* Involving Your Communities in Pride Planning
* *Development Strategies*
* Creative Fundraising for Small Organizations
* Foundation Relations & Getting the Grant
* Sponsors: How to get them
* *Event Planning*
* Incorporating Prevention into your Events
* Event Planning 101
* Grassroots Organizing
* *Human Rights*
* Forming a Human Rights & Education Program
* Remembering Our Roots, Celebrating Our Future
* State Of LGBT Human Rights in the World
* The Politics of Pride: A Debate
* Transgender Communities: 10 Ways To Fight Hate
* *Management*
* Building and Motivating Your Team
* Effective Meeting Management
* *Other:*

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1. **Describe your target audience:** (50 word limit)

*(Executive Directors, volunteer coordinators, lesbians, LGBTQ youth…)*

1. **Provide a brief abstract of your workshop:** (200 word limit)

*Note that abstract will be used for workshop description in promotional materials, if selected.*

1. **What professional and organizational capacity-building skills, information, or knowledge will attendees take away?** (150 word limit)
2. **Is there a limit to the number of registrants your workshop can accommodate? If so, please explain what this limits are and why they are needed.** (50 word limit)
3. **How does your workshop illustrate the purpose of the conference as outlined in beginning of this request?** (150 word limit)
4. **If selected, would you be willing to share your presentation and materials with all conference attendees following the conference?** YES NO
5. **Is there anything else you would like to share with us about your workshop, presenters, format, or experience?** (150 word limit)
6. **Have you presented on this topic in the past? If so, please list where and when:**

|  |  |  |
| --- | --- | --- |
| *Organization* | *Conference* | *Date* |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Please list any other topics/workshops that you are skilled to present.**
2. **References:**

*Provide references who can speak to your abilities and experience as a presenter.*

|  |
| --- |
| Reference 1 Name: |
| Organization/Affiliation: |
| Relation to you: |
| Email: |
| Phone: |

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| --- |
| Reference 2 Name: |
| Organization/Affiliation: |
| Relation to you: |
| Email: |
| Phone: |

|  |
| --- |
| Reference 3 Name: |
| Organization/Affiliation: |
| Relation to you: |
| Email: |
| Phone: |

1. **Anything else you’d like us to know about yourself or your proposal:** (150 word limit)