

NALP Annual Education Conference 2011 Request for Proposals:

RFP Form in Word to Prepare Your Draft

The on-line RFP system does not allow you to save a copy of your work. We recommend you type your proposal in Word in the document provided, and then cut and paste the text into the online system. Note that the text boxes for your responses will expand once you start typing in them. Once you are ready, submit your proposal via the on-line system at <http://www.surveymonkey.com/s/6BSCLFS>

PLEASE NOTE: only on-line submissions will be considered, you may not submit your proposal to NALP using this document.

Title of Program:

Program Description – In **100 words or less**, provide a summary of the content that will give proposal evaluators an accurate feel for what will be covered in your program. If your proposal is accepted, this is the text that will be used to market the program.

Learning Objectives – Describe the benefits to be gained by participating in your session. Please indicate at least three skills, ideas, procedures, etc. that attendees will take away from this presentation. You can list objectives as an ending to the following sentence: At the end of this session, participants will be able to...

Instructional Methods - List the methodologies that will be used for delivering each component of the course. Include any ways you will encourage active learning, such as case study exercises, role playing, small group discussion, facilitated brainstorming, or action plans. You may also include any key job aids to be distributed as handouts, such as samples, checklists, or self-evaluations.

Please assign your program to one category using the list below:

- Alternative Careers
- Counseling
- CSO Administration
- Diversity and Inclusion
- Judicial Clerkships
- Lateral Recruiting and Hiring
- Law Student Professional Development
- Lawyer Professional Development
- Leadership
- Legal Economy
- Management
- Member Professional Development (This category includes: writing, public speaking, time management, negotiation, etc.)
- Public Service
- Recruiting
- Technology
- Other (please specify: _____)

Who is the audience for the program?

- Employer
- School
- Both

Audience experience level for program:

- Beginner
- Intermediate
- Advanced

Amount of time needed for program:

- 60 minutes
- 75 minutes
- 90 minutes
- 3 hour workshop (limited number of timeslots available)

Type of program:

- Plenary
- Concurrent Session

Are you or your co-presenter(s) submitting other proposals for consideration?

- Yes

___ No

Is this proposal being submitted on behalf of a NALP Section or Interest Group?

___ Yes

___ No

If yes, which Section or Interest Group? _____

Note: NALP will inform Section chairs which proposals have been submitted for their section after the RFP deadline and which proposals were accepted after decisions are made.

If all proposed speakers are new to NALP conferences and the NALP membership, please indicate the relevance of the topic to the NALP audience.

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Travel Support Policy

Limited travel funds are available for non-member speakers who are not with resource center exhibitors. In consideration of our not-for-profit status, we encourage speakers to support some or all of their travel. For planning purposes we need to know how many non-member speakers will be requesting travel funds. Due to budgeting constraints this number cannot increase after program acceptance.

NALP member speakers and resource center vendors are not eligible for travel support.

Please indicate the number of non-member speakers who will request travel support funds: _____

SPEAKER INFORMATION

Individuals submitting proposals with multiple speakers should contact everyone included in the proposal to verify their interest and commitment in participating before submitting this proposal. There are certain unique situations where this might not be appropriate. For those cases, indicate the individual's information in the last question. Only provide full contact information and bios for speakers whom you have confirmed.

Lead Presenter

Name _____
Title _____
Organization _____
Address _____
City, State Zip Code Country _____

Phone _____
Email _____

Are you a NALP member?

Yes
 No

Enter a brief biographical sketch (not more than 250 words) for this presenter.

In general, bios should be written in a narrative format and include name, current title, current organization and a few sentences containing biographical information that illustrates why the individual is qualified to speak on a specific topic. If the proposal is accepted, the bios in this section will be used in the on-site conference manual.

Enter two references for this presenter. References should be able to attest to the applicant's expertise and/or instructional presentation skills.

If this speaker is new to NALP, please list any relevant past speaking engagements.

The lead presenter listed above will be contacted for any questions and will be informed of the decision on the proposal. **If the lead contact for the session is actually not a speaker for this program, please indicate the name, e-mail, and phone number for the proper individual, so he/she can be contacted instead.**

Presenter Two

Name _____
Title _____
Organization _____
Address _____
City, State Zip Code Country _____
Phone _____
Email _____

Is presenter two a NALP member?

Yes
 No

Enter a brief biographical sketch (not more than 250 words) for this presenter.

Enter two references for this presenter. References should be able to attest to the applicant's expertise and/or instructional presentation skills.

If this speaker is new to NALP, please list any relevant past speaking engagements.

Presenter Three

Name _____
Title _____
Organization _____
Address _____
City, State Zip Code Country _____
Phone _____
Email _____

Is presenter three a NALP member?

Yes
 No

Enter a brief biographical sketch (not more than 250 words) for this presenter.

Enter two references for this presenter. References should be able to attest to the applicant's expertise and/or instructional presentation skills.

If this speaker is new to NALP, please list any relevant past speaking engagements.

Presenter Four

Name _____
Title _____
Organization _____
Address _____
City, State Zip Code Country _____
Phone _____
Email _____

Is presenter four a NALP member?

Yes
 No

Enter a brief biographical sketch (not more than 250 words) for this presenter.

Enter two references for this presenter. References should be able to attest to the applicant's expertise and/or instructional presentation skills.

If this speaker is new to NALP, please list any relevant past speaking engagements.

OTHER SPEAKER QUESTIONS

If you have a fifth confirmed presenter, please provide that information here. Also indicate why a fifth presenter is needed and how the session will be structured to involve all faculty members and the audience effectively.

If this session is a panel format and you have designated one speaker as a moderator, please indicate which speaker will serve as the moderator.

If you have a situation where you think it is not appropriate to contact and confirm all possible speakers prior to submitting this proposal, indicate the possible speaker(s) to be invited. Please also provide any relevant information on your ability to confirm this/these individual(s), such as NALP contacts with this individual, and why it is more suitable to make contact after the proposal stage.

Any additional information you would like the planning team to know: