



Workshop Proposal Criteria

Deadline is November 1, 2018 at 5:00 pm PT

Session Information

- The submissions collected from this **Call for Proposals** will be considered for breakout sessions only.
- Breakout sessions take place on Tuesday and Wednesday and are 75 minutes in length.
- Presenters must be available on either day for which NSFA assigns your session.
- Workshops must be in one of the 4 content areas:
 - Fundraising Workshops i.e. Planned Giving, Annual Funds, Major Gifts, Capital Campaigns, Lessons from University Development, Grant Writing, Special Events, Unique Fundraising Ideas Panel
 - Board Development and Leadership Development Workshops i.e. Engaging Your Board in Fundraising, Strategic Planning, How to Lead and Grow your Team, Recruiting the Right Board for your Organization, Best Practices in District/Foundation Relationships
 - Student Programing Workshops i.e. Career and Technical Education/Workforce Readiness, Scholarships, Creating Equity for Students, Assessing Your Community's Needs, Mental Health
 - Marketing and Community Engagement Workshops i.e. Engaging your Alumni, Engaging the Business Community, High Impact Websites, Using Crowdfunding to Engage Your Donors, Social Media
- **Approximately 24 submissions will be accepted.**
- The National Conference is a noncommercial forum. Under no circumstances may a breakout session be used as a place for direct promotion of a presenter's product, service or monetary self-interest. Sales pitches disguised as presentations will not be considered.

- **All presenters must pay conference registration fees and have a registration badge. Please explain this policy to your co-presenters. There is a discounted presenter registration available of \$335 (the lowest conference registration fee available).**
- We cannot pay an honorarium or expenses for presenting breakout sessions at the Annual Conference, but hope that the intangible benefits of being a part of our educational programming make the effort worthwhile for presenters.
- **Presenters not registered by January 15, 2019 will NOT be listed in the program.**
- Persons presenting at the conference are expected to use material and language that does not discriminate on the basis of gender, race, color, ethnicity, religion, physical ability, and/or sexual orientation.
- **NSFA does not pay ANY honoraria, speaker fees, or travel expenses to breakout session speakers.**

Submission Information

- The individual submitting the abstract is considered the primary contact. Please list them as "Presenter #1)
- All National Conference information and correspondence will be sent via email.
- **Each proposal must have an active foundation leader (volunteer or staff) as part of the panel of presenters.**
- Breakout rooms will be equipped with an LCD projector, screen, and head table for three. Please bring your own laptop and HDMI or VGA adapter. Any other audiovisual equipment (i.e. audio, flipcharts, etc.,) must be requested by January 15th, 2019. **If internet access is required for your presentation, please plan to use a mobile hotspot to ensure connectivity. Hotel wifi may or may not be available in your assigned room.**
- Presenters agree to abide by the terms of the copyright release in order to present at the National Conference. NSFA may record audio and/or video presentations and make them available to members interested in the topic.
- Presenters agree to provide contact information for ALL presenters, including, name, address, phone number, and email address.
- Presenters understand that NSFA does not provide hardcopy handouts to attendees.
- Please email a copy of your presentation slides (.pdf) and any handouts to conference@schoolfoundations.org. Submission deadline is February 1, 2019.

NSFA Rules

- If your proposal is selected, NSFA reserves the right to revise presentation titles, and/or edit the program summary for promotional and program materials.

- NSFA reserves the right to cancel a session based on noncompliance at any point. This includes, but is not limited to: failure to fully register, failure to return required documents, presenter changes, etc.
- NSFA may consider a submitted proposal for Regional Conferences.

Questions?

For any questions regarding the **Call for Proposals** process, please contact:

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NSFA Executive Director