

NSO 2019 Winter Advocacy Retreat (WAR) Request for Proposals (RFP)

Thank you for your interest in presenting/training at the 2019 NSO Winter Advocacy Retreat, January 17-19, 2019 at the Hyatt Regency Anaheim, California.

This is an opportunity to share your knowledge with your NSO brothers and sisters. Please remember sessions need to be appropriate for all NSO members and should be focused on NSO affiliates, members and their needs.

Please complete the following form and return it to Catherine Alexander at nsovp.program@gmail.com no later than Friday, July 27th, 2018. The entire form must be complete to be considered. Incomplete forms may result in your RFP not being considered.

NSO will pay for up to two (2) presenters per session. ** Sessions are 2.5 hours in length and can be presented as half-day (2.5 hours), full day (5-hours) or 2-day (10 hours total) sessions.

Your obligation in submitting this RFP is to commit to at least 5 hours of training time and to hold the conference dates until you are notified your sessions have been definitively scheduled.

Presenter Information Form

PRESENTER SUBMITTING PROPOSAL

Name _____

NSO Affiliate:

Telephone: Work () Home or Cell ()

Mailing Address:

Personal E-Mail Address:

CO-PRESENTER

Name: _____

NSO Affiliate:

Telephone: Work () Home or Cell ()

Mailing address:

Personal E-Mail Address:

Presentation Requirements

Title of Presentation: _____

(Please think about an enticing title for your presentation. Conference participants tend to select sessions that have interesting titles and descriptions. Thanks!)

Please provide a descriptor to be included in the conference brochure (NSO reserves the right to modify the descriptor).

Describe how the knowledge and skills in your presentation will benefit NSO affiliates and /or individual members?

I/We are willing to present this session: 2 3 4 times at the Retreat (*please put an X*)

Presentation Length – Indicate the number of hours you need for your training session:

 2.5 hours 5 hours(full-day) 10 hours (over two days)

Are there any reasons you are unable to present on either Thursday, Friday, or Saturday?

If yes, please specify _____

Attendance: What is the maximum number of participants with which you can work effectively? _____

Conference Lodging, expenses and Facilities/AV needs

- Once trainer and program sessions are finalized, trainers will be provided specific information regarding hotel reservations and other associated expenses.
- A facility set up and AV needs form will be will be sent to scheduled presenters after August 15th, 2018.