

IMPORTANT INFO ABOUT SUBMITTING A MASTERCLASS PROPOSAL FOR IFC 2019

Please take the time to read all the information below before submitting your proposal. Please note: There are multiple pages to this form, and you will likely need about 15-20 minutes to complete the proposal fully.

What is a masterclass? A long-form, deep-dive session designed to stretch participants' thinking and presented over 6.5 hours over two days at the start of the congress

Any key speaker criteria? All applicants must have a proven track record of presenting similar length and in-depth sessions at conferences in the past.

TIMELINE

Masterclass proposal deadline: Sunday 13 January 2019

Workshop proposal deadline: Sunday 20 January 2019

Decision on masterclass proposals: Friday 8 February 2019

Decision on workshop proposals: By end of April 2019

Draft presentation due date: Friday 16 August 2019

Showtime!: 15-18 October 2019

There are some other important dates for speaker preparation, particularly around extra support for those who are delivering a session for the first time at the IFC. These additional dates will be outlined if you are invited to speak.

WHAT WE'RE LOOKING FOR

Proven expertise. You will need to demonstrate a proven track record of experience in your chosen field, as well as great presentation skills.

New ideas or fresh takes on the basics.

Diversity. New and returning speakers; gender balance; a mix of practitioners, consultants and corporates; and speakers from different regions. We place a high value on including a diverse range of voices in every session, in particular those from underrepresented communities.

Sessions proposals are strongly encouraged to reflect this value in both the individuals participating as presenters and in the content delivered.

Balance. Speakers from agencies, consultancies and providers must invite a co-presenter from an NGO client to provide the best balance of theory and practice of the strategies and ideas presented. Two speakers from the same organisation may not speak together in the same session.

The theme for IFC 2019 will be officially announced in the early new year. In the meantime, we can reveal that the theme will be focused on the urgency needed in moving from conversations and discussions to taking real action and how we can do that most effectively and immediately.

We require all speakers to work the theme into their session content. The Resource Alliance team will work with speakers whose proposals are accepted to craft powerful and intriguing session descriptions that shed light on the session topic in relation to the theme.

Tell us about yourself

* 1. Speaker details

First name *

Last name *

Job title *

Organisation *

Country *

Nationality *

Email address *

Twitter handle

LinkedIn address

2. What best describes your organisation?

Not for profit

Consultancy

Other (please specify)

* 3. What is your first language?

4. Do you speak any other languages?

* 5. Are you comfortable presenting in English?

* 6. Please complete a short, engaging speaker biography here (maximum of 200 words).
(We reserve the right to edit biographies down for publication on our website and in conference materials if your proposal is successful.)

IFC 2019 masterclass proposal form

Tell us about your masterclass

* 7. Introduce your masterclass:

Title (max 10 words)

Tagline (max 20 words)

If your proposal is successful, The Resource Alliance will work with you to edit or reword the submitted outlines below for publication without altering your content.

* 8. Please provide a short introduction about your masterclass and what will be covered (max 200 words).

* 9. Please indicate the audience your session is aimed at, using bullet points if you prefer (approximately 60 words).

* 10. Please provide at least three expected learning outcomes / indications of what the participants can expect to take away from your masterclass, using bullet points if you prefer (approximately 60 words).

* 11. To help delegates choose their masterclass based on their preferred learning style, please describe the style of your masterclass and the balance between teaching, participation and hands-on exercise.

12. Select the topics you think your masterclass fits best under (select as many as you would like):

- Fundraising
- Communications
- Engagement
- Mobilisation
- Social enterprise
- Corporates
- Commercial
- Leadership
- Strategy
- Future gazing
- Innovation
- Digital
- Other(s) (separate with comma)

13. If you would like to run your proposed masterclass with other speaker(s), please enter their name(s), organisation(s) and country/countries in this box.

(Please note all initial correspondence from The Resource Alliance on this proposal will solely go to you as the LEAD SPEAKER and it is your responsibility to keep your suggested co-speaker/s updated.)

Terms and conditions

By submitting this proposal, you agree to the general terms and conditions below:

Please note these T&Cs have been updated from previous years, so please make sure you read them carefully.

In order to support more fundraisers and change-makers who wouldn't otherwise be able to attend the IFC, the Resource Alliance has revised its speaker benefits/travel policy. The Resource Alliance is greatly appreciative of our speaker community and are pleased to offer speakers the following IFC benefits:

Accommodation & attendance

- Speakers who deliver a masterclass followed by two 90 minute sessions will receive a free four-day place at the IFC, including four nights full board at the conference centre (NH Leeuwenhorst Hotel) from Monday 14 to Friday 18 October 2019. Any additional nights are at the speaker's own expense unless by prior agreement.

- Speakers who deliver a masterclass only will receive a free two-day place at the IFC, including two nights full board at the conference centre (NH Leeuwenhorst Hotel) from Monday 14 to Wednesday 16 October. Any additional nights are at the speaker's own expense unless by prior agreement.

Travel

Travel reimbursement is available for speakers who speak at least three times and are coming from registered non-profits or sole consultants who request assistance with airfare in advance of the event. Where we agree to reimburse travel, we will do so for economy class travel to and from the Netherlands up to the agreed limits by region. Expenses will only be reimbursed on receipt of a properly completed expense claims form. Any other travel reimbursement needs must be identified at the proposal submissions stage and will be dealt with on a case by case basis.

Sales etiquette

As the Resource Alliance conferences are primarily intended for the exchange of innovative ideas and strategies, it is considered bad practice to use the IFC sessions for blatant sales, or to dedicate whole slides to promoting commercial organisations or publications. Negative session feedback from delegates is often linked to over-selling or self-promotion from the speakers. Please note that the Resource Alliance reserves the right to request that slides be amended should they be considered too commercial in style or make extensive reference to branded/copyrighted methods or approaches, which could be deemed too commercial in tone.

Resting policy

Speakers should understand and agree to the resting policy for volunteers, i.e. they can speak / volunteer for three years in a row and then have to rest for one year before returning in any role.

Thank you for your generous support of IFC and change-makers around the globe working to create a better world!

Full terms and conditions will be sent to successful speakers with their invitation to speak.

* 14. Your personal data

By completing this proposal form, you are consenting to your personal data being transferred to International Fundraising Congress (IFC) 2019 Advisory Panel members who are working with The Resource Alliance to put together the programme for the IFC 2019, some of whom may be outside of the EU Data Protection jurisdiction but adhere to best practice in data protection. See [here](#) for our privacy policy.

I agree

* 15. Diversity statement

By ticking this box, you are acknowledging your understanding that the Resource Alliance has made a strong commitment to diversity, equity and inclusion. We place a high value on including a diverse range of voices in every session, in particular those from underrepresented communities. Sessions proposals are strongly encouraged to reflect this value in both the individuals participating as presenters and in the content delivered.

I agree

* 16. Organisation session limit

By ticking this box, you are acknowledging your understanding that there is a three session limit for presenting per organisation, whether the representatives from your organisation submitted the original proposal or were added as a co-speaker.

I agree

* 17. Will you be requesting reimbursement for your travel expenses to/from the IFC?

(please read T&Cs above to make sure you qualify for this speaker benefit)

Yes

No

Maybe (please expand)

Additional speaking

Masterclass speakers can choose whether they prefer to just run a masterclass or run workshops in addition. Speakers also running workshops will be offered accommodation at the conference centre for the whole event. Speakers only running a masterclass will be offered accommodation during their masterclass and a discounted rate on their delegate fees to stay on and enjoy the rest of the conference. Exact terms and conditions will be sent along with invitations to speak.

* 18. If selected to run a masterclass, would you also like to run a workshop?

Yes

No

If you would also like to deliver a workshop at IFC 2019, you **must** submit your proposal(s) [using this form](#) before Sunday 20 January 2019.