

IMPORTANT INFO ABOUT SUBMITTING A WORKSHOP 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 workshop? A 90-minute session delivered multiple times over the course of three days after the masterclass programme

Any key speaker criteria? All applicants must have a proven track record of delivering quality sessions at similar events in the past.

Please note: FIRST TIME IFC SPEAKERS MUST INCLUDE A SHORT VIDEO TO ACCOMPANY THIS PROPOSAL - instructions at the end of the form.

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.

IFC 2019 THEME

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.

IFC 2019 workshop proposal form for new speakers

Speaker criteria

* 1. Have you spoken at the IFC before?

Yes

No



IFC 2019 workshop proposal form for new speakers

Speaker criteria

If you have spoken at the IFC in the past, [please use this workshop proposal submission form](#) instead.

IFC 2019 workshop proposal form for new speakers

Tell us about yourself

* 2. Speaker details

First name *

Last name *

Job title *

Organisation *

Country *

Nationality *

Email address *

Twitter handle

LinkedIn address

* 3. What best describes your organisation?

Not for profit

Consultancy

Other (please specify)

* 4. What is your first language?

5. Do you speak any other languages?

* 6. Are you comfortable presenting in English?

* 7. 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 workshop proposal form for new speakers

Speaker criteria

* 8. Have you attended the IFC in the past?

- Yes
- No

* 9. Have you spoken at conferences in the past?

- Yes
- No

* 10. Roughly how many presentations have you given?

(can include conference presentations as well as internal organisation presentations)

- 1-4
- 5-10
- 10+

* 11. Have you presented in English before?

- Yes
- No

12. Details of other conferences spoken at:

Conference one

Rating:

Conference two

Rating:

Conference three

Rating:

* 13. Details of someone who can provide a speaking reference for you - Please provide two if possible (should be someone who has seen you present and ideally is also familiar with the IFC.)

IFC 2019 workshop proposal form for new speakers

Tell us about your workshop

* 14. Introduce your workshop:

Title (max 10 words)

Tag line (max 20 words)

Please provide an outline for your workshop by completing the boxes below. If your proposal is successful, the Resource Alliance will work with you to edit or reword outlines for publication.

* 15. Please provide a short introduction about your workshop, and what will be covered (max 200 words)

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

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

* 18. Explain what format you will be using and the balance between teaching, participation and hands-on exercise (max 200 words)

* 19. Select the topics you think your workshop 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)

20. If you would like to run your proposed workshop 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 invite and inform your suggested co-speaker)

IFC 2019 workshop proposal form for new speakers

Helping us to meet our objectives

* 21. Does your workshop include examples from other countries?

Yes

No

If yes, please provide details...

* 22. Does your workshop highlight emerging trends?

Yes

No

If yes, please provide details...

* 23. Does your workshop include any new research?

Yes

No

If yes, please provide details...

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 speak in a minimum of three 90 minute sessions will receive a free three-day place at the IFC, including two nights' full board accommodation at the conference centre (NH Leeuwenhorst Hotel) from Wednesday 16 to Friday 18 October. Any additional nights are at the speaker's own expense unless by prior agreement.**
- Speakers who participate in one session or part of a session will receive a heavily discounted rate to attend the IFC.**

Travel

Travel reimbursement will be 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 ideas and fundraising 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 now 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.

* 24. 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

* 25. 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

* 26. 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

* 27. 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)

* 28. Supporting video

We require all new speakers to submit a short video (2-3 minutes) in support of your session. We are using a great platform called GatherVoices to do this. In order to submit your video, simply [open this link in a new window](#), complete the registration form (selecting the group 'IFC 2019 Speaker Proposals') and follow the instructions to submit your short video. Please tick this box to confirm you have submitted a supporting video.

Don't forget to also press submit at the bottom of this page to ensure we receive your proposal!

I have submitted a video