A yellow and blue sign with a globe and text

Description automatically generated **Serving Alabama, Northwest Florida & Southeast Mississippi**

INVITATION TO SUBMIT DISTRICT 77 SPRING CONFERENCE WORKSHOP PROPOSAL

The 2024 Spring Conference Committee is actively seeking engaging and energetic individuals who are interested in presenting a workshop at the Spring Conference, to be held on April 26-27, 2024, at Troy University, Troy, AL.

The theme of the conference is Yes! Together We Can! Four workshops in two different time slots are planned. The four learning focuses are a) Leadership; b) Communication Skills; c) Personal and d) Professional Development.

Toastmasters International is a world leader in communication and leadership development. The objective of the conference workshops is to help our members improve their leadership skills.

**Please submit your completed workshop proposal (see document below) no later than close of business on March 15, 2024 to notwhoopi@aol.com. No submissions will be considered after this date. The Spring Conference Committee will notify applicants no later than March 29, 2024, whether their workshop proposal was selected.**

Please note it is expected of all successful applicants to submit a digital color photo and presentation handouts at a later date. If you have any questions, please contact us by phone 205-821-5099 or email at **notwhoopi@aol.com**. On behalf of the Spring Conference Committee, We thank you for your support and look forward to working with you in helping make this a truly outstanding conference for everyone.



Best regards,

D77 Spring Conference Committee

**2024 SPRING CONFERENCE WORKSHOP PROPOSAL**

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| FINAL DEADLINE FOR PROPOSAL SUBMISSION  **MARCH 15, 2024** |
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Thank you for submitting a Workshop Presentation Proposal for the 2023 Spring Conference!

**INSTRUCTIONS AND RELEVANT INFORMATION:**

* Proposals must be submitted in the format provided here.
* All sections must be completed in order for your proposal to be considered.
* Use separate pages for additional information, if required.
* Workshops should be designed to fill a 45-50-minute time allotment including Q&A; group size may range from 20 to 30 participants.
* Send completed forms to notwhoopi@aol.com

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| **WORKSHOP OVERVIEW** | |
|  |  |
| **PRESENTER(S) NAME(S)** |  |
|  |  |
| **Email** |  |
|  |  |
| **Phone #** |  |

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| **Workshop Title**  (Must be fewer than 10 words) |  |
|  | Explain what the member will learn from your presentation – why should they come to your presentation? |
| **Learning Outcomes** |  |
|  | This synopsis will be printed in the Program Book to be given out to all attendees. |
| **Workshop Synopsis**  (Must be fewer than 50 words) |  |

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|  | | | **WORKSHOP PRESENTATION PROFILE** | | | |
| **Learning Focus**  (Select the most appropriate focus for your workshop) |  | | | Leadership |  | Communication Skills |
|  | | | Personal Development |  | Professional Development |
|  | Provide an explanation and/or outline of your presentation | | | | | |
| **Description**  (Must be fewer than 200 words) |  | | | | | |
|  |  | | | | | |
| **Introduction**  (Approximately 100-150 words) | Provide a one-minute introduction for your activator | | | | | |
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|  | | **ADDITIONAL CONSIDERATIONS** | | | | |
|  | | Provide any additional comments or details that you feel would support your application. | | | | |
| **Please limit comments to the space provided** | |  | | | | |

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|  | **FACILITIES REQUIREMENTS** | | | | |
|  | Check the items below you will require. | | | | |
| **Visual Aids / Support** |  | | Flip Charts & Markers |  | Lectern |
|  |  | | Digital Projector/Screen |  | Table |
|  |  | | Handouts -- Copies in Black & White on standard letter size paper will be supplied by the Conference Committee if originals at least two weeks prior to the conference; otherwise, presenters will be responsible for supplying their own copies. Group size may range from 20 to 30 participants. | | |
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| *AV Equipment* | *The Conference Committee will supply the following equipment: digital projectors, projector screens, microphones and sound systems. Presenters must provide USB or CD with presentation loaded., if you need to have a computer or laptop to use at the conference please let us know in advance.* | | | | |
|  | | **PRESENTER PROFILE** | | | |
| **Toastmasters Designation(s)** | |  | | | |
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| **Toastmasters Club Name** | |  | | | |
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| **Division & District** | |  | | | |
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| **Biographical summary** Please limit to 50 words | | Tell us about you! | | | |
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| **Previous Toastmasters presentation experience outside of your club** | | Presentations at District Club Officer Training, Division Training, District Conferences, etc. | | | |
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