

ASTD Golden Gate Chapter



Dear Prospective Presenter:

Thank you for your interest in presenting to the ASTD Golden Gate Chapter (www.astdgoldengate.org).

Please carefully review the information below. If you'd like to proceed, submit your proposal to programs@astdgoldengate.org, using the attached [presentation proposal form](#).

Selection

- The Board of Directors' Programs Committee will review your proposal, and select those presentations that are most relevant, current, and compelling to our membership, and that have strategic value to the association. We will respond to you as quickly as possible.
- Presentations that address 2012 Key Topics below are preferred.

2012 Key Topics

In 2011, we kicked off a program series addressing the ASTD's CPLP Nine Competencies. We are continuing this series through the first part of 2012. The following are the topics we will be addressing in 2012:

- Improving Human Performance
- Managing the Learning Function
- Managing Organizational Knowledge

Formats

Our programs are usually held on the second Wednesday of the month in San Francisco or Oakland. Please tailor a 90-minute presentation in at least one of these formats:

- Case study presentation and discussion
- Hands-on workshop for participants to practice and apply skills
- Panel discussion

All presentations should provide an opportunity for active engagement and interaction among presenters and participants.

Information for All Presenters

The primary purpose of meeting presentations is to educate and enlighten our members,

who represent all segments of the workplace learning and performance community. Members include trainers, organizational development practitioners, human resource professionals, instructional designers, various managers and executives, technology vendors, and internal and external consultants.

- We enjoy sessions that include multiple presenters when appropriate. Should your proposal include more than one presenter, please provide biographies and photos as requested on the proposal presentation form.
- We also prefer presentations that incorporate effective audiovisual materials (e.g., powerpoint presentation, web demonstration).
- Our members appreciate receiving handouts, sample job aids, etc. Please attach sample handouts to your proposal form if desired. We ask our presenters to supply handouts to help defray the costs of our monthly programs.
- Please restrict the use of your organization's logo and presenters' contact information to the final page of visual materials.
- Videotaping, audiotaping, and other forms of recording are prohibited unless otherwise approved before the presentation.
- We do not permit presenters to survey our members prior to presentations. Post-session feedback is available if requested.
- We do not reimburse presenters for expenses, nor provide honoraria for presentations. Meeting registration, which includes a light meal, is complimentary.

Guidance for Consultant Presenters

- Please do not sell products or services during your presentation. Ensure that your presentation focuses on concepts, techniques, best practices, etc. Presentations must not be overtly promotional or "salesy."
- We greatly prefer presentations that feature work done with clients. Of the many presentation offers we receive from consultants, we are most likely to accept those that feature client speakers.
- Presenters are not permitted to solicit member contact information directly. However, presenters are permitted to obtain contact information by means of a business card raffle of books, products, or other give-aways, as long as members are advised that their contact information may be used by you for marketing purposes.