



Dear Prospective Presenter:

Thank you for your interest in presenting to the ASTD Golden Gate Chapter (ASTD-GGC). Please carefully review the information below. If you'd like to proceed, submit your presentation proposal to programs@astdgoldengate.org, using the attached form.

Selection

- The Board of Directors' Presentation 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.
- Presentations that address ASTD-GGC 2008 Key Topics (below) are preferred.
- When we receive your proposal, the Presentation Committee will:
 - Discuss your qualifications with at least one professional reference.
 - Decide whether to accept or decline your proposal, and notify you by email within one month of submittal.
 - Follow up with accepted presenters within one week of notification regarding scheduling and logistics.
- ASTD-GGC develops and distributes promotional materials related to the presentation session, and may edit submitted copy as needed.

2008 Key Topics

Our membership is most interested in presentations that address at least one of these topics:

- Emerging technologies
- Aligning learning with organizational goals
- Use of technology
- Informal learning
- Coaching and mentoring

Formats

Presentations are the cornerstone of our monthly meetings, which are usually held on Tuesday or Wednesday evenings 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 provide member contact information to presenters.
- 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.
- 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.