# Request for Proposal for Event Speaker/Presenter

SEWI-ATD welcomes proposals for professional development programs.

Complete this RFP (either in this document or in an email message) and send to [programs@sewi-atd.org](mailto:programs@sewi-atd.org). Please attach all requested materials and any supporting documents to the email. Our Professional Development team will follow up with your submission.

*Please note that SEWI-ATD only accepts unsolicited proposals for no-cost programs.*

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| **I. Contact Information** |
| Presenter Name(s): |
| Title(s): |
| Main Contact Name (if different): |
| Contact Email Address: |
| Contact Phone Number: |
| Street Address: |
| City, State, ZIP: |
| **II. Session Information** |
| Proposed session title: |
| Provide an outline of the session: |
| Describe the session format, including how you will engage your audience (i.e., lecture, participatory, interactive): |
| What will attendees be able to do as a result of attending this session? |
| Our audience is primarily talent development professionals (L&D managers, facilitators, and instructional designers). How can this session be tailored to their specific needs and interests? |
| Can the session be presented in 90 minutes (including time for questions and answers)? |
| Describe any tangible tools or resources that participants will receive: |
| **III. Experience** |
| Please attach a resume/CV for all presenters |
| Provide contact information for at least two references who can attest to the quality of your facilitation: |
| **Reference #1 Name:** |
| Organization: |
| Email: |
| **Reference #2 Name:** |
| Organization: |
| Email: |