

DEADLINE(S) FOR SUBMISSION: September 30, 2018

Q1 (Oct - Dec 2018)	Q2 (Jan - Mar 2019)	Q3 (Apr - June 2019)	Q4 (July - Sept 2019)
September 28, 2018	November 30, 2018	February 28, 2019	May 31, 2019

United Partners for Human Services (UPHS) is in the process of developing a forward-thinking education and training schedule that will focus on specific tracks for 2018-2019 (October 1, 2018 – September 30, 2019). UPHS represents a membership base of over eighty (80) human service nonprofits and community allies and access to over 3,700 nonprofit management professionals and board members. We ask that you provide the following in your submission for our Education & Training Committee to review:

- A compelling description with an intriguing hook (250 words or less)
- An attention-grabbing title (60 characters or less)
- 3-5 concise yet informational learning outcomes or takeaways

UPHS will contact you whether your submission has been selected or not. Accepted sessions will be included on our UPHS website and calendar, collateral and promotional materials, as well as, any other appropriate marketing tools we use to promote each event.

Presentations are 75 minutes (1 hour and 15 minutes) in length. We are not currently accepting two-part workshops. A moderator will be assigned to assist you during your session if selected.

SESSION GUIDELINES

Workshop sessions should be interactive, educational, informative, include case studies, examples and results, etc. Attendees want takeaways they can apply to their own programs. There MUST be at least one (1) nonprofit speaker on each session panel (if applicable).

Workshop sessions must present in an educational, non-commercial, non-self-promotional manner. Absolutely NO sales pitches are allowed during presentations or sessions.

Submission of a proposal DOES NOT guarantee acceptance. Sessions will be evaluated by the UPHS Education & Training Committee.

UPHS is looking for speakers and topics that support one or more of the following tracks:

- Communication, Marketing and Public Relations;
- Cultural Competency, Diversity and Inclusion;
- Capacity Building, Financial Resource Development and Management;
- Governance, Leadership and Advocacy;
- Social Impact, Program Development and Evaluation;
- Volunteer and Human Resource Development;
- Future of the Nonprofit Sector.

If you need UPHS to supply any equipment for your presentation, you MUST complete the section of this from stating what equipment is needed.

Special consideration will be given to proposals submitted by UPHS Members, Sponsors and Supportive Partners.

COMPENSATION

UPHS will not financially compensate any presenters or co-presenter(s) or pay for travel. Workshop presenters have traditionally donated their time to support the important work of the human services sector. If selected to present at our 20th Annual Conference for Excellence in Nonprofit Management & Leadership (May 2019) each presenter and co-presenter(s) will receive a 70% discount on their conference registration. Because we do not offer compensation or travel expense assistance, we encourage you to network with our membership and attendees to promote your expertise and business opportunities.



UPHS Official Use:

This form must be completed entirely for the workshop session to be considered and for inclusion in our education & training schedule.

SPEAKER INFORMATION

Please attach a resume for each speaker. If the session is to have more than one speaker, please attach an additional sheet with all the requested information for each speaker.

Name: _____

Title: _____

Organization: _____

Email: _____ Phone: _____

Cell: _____ Preferred Contact: Phone Email Other (specify)

Speaker Reference

If you have presented at UPHS education and training workshops previously, skip this section. If not, please list one (1) reference who has seen the speaker present in the past.

Name: _____

Email: _____ Phone: _____

Speaker Requirements (Audio/Visual):

- Flip Chart/Easel/Markers Projector/Screen Laptop/Computer Internet Access Other (specify)

WORKSHOP INFORMATION

Workshop Title: _____

Maximum of 60 characters

Workshop Description:

Maximum of 250 words

Track Focus (select one):

- Communication, Marketing and Public Relations
- Cultural Competency, Diversity and Inclusion

Session Format (select one):

- Keynote
- Lecture/Panel Discussion

- Capacity Building, Financial Resource Development and Management
- Governance, Leadership and Advocacy
- Social Impact, Program Development and Evaluation
- Volunteer and Human Resource Development
- Future of the Nonprofit Sector

- Interactive/Participative
- Other: _____

Room Requirements (select one):

- Large room for Interaction/Participation
- Small Intimate Setting
- Outside
- No Preference
- Other: _____

Day/Time Preference:

- Morning (8:30 – Noon)
- Afternoon (12:30 – 4:30)
- Flexible
- Any dates off limits: _____
- _____
- _____
- _____

Workshop Session Outcomes:

Outcomes suggest what participants will know or be able to do after attending this workshop session. Please submit at least 3 and no more than 5 outcomes.

- Outcome #1: _____
- Outcome #2: _____
- Outcome #3: _____
- Outcome #4: _____
- Outcome #5: _____

**Please email your workshop proposals by the noticed deadline to:
United Partners for Human Services
amber@uphsfl.org**

Thank you for your submission and we will be in touch with you soon.