

I4PL 2017 Request for Speaker Abstracts

1. The Institute for Performance and Learning 2017 Conference (I4PL 2017) Speaker Proposal Form

Welcome to the Call for Speaker Abstracts for the I4PL 2017 conference and trade show, Nov 6-7 at the Metro Toronto Convention Centre and for local chapter events and webinars.

The annual I4PL conference delivers two full days of professional development to advance and enrich L&D careers and gives access to a community of like-minded L&D professionals. The largest and only event of its kind in Canada, I4PL 2017 is the must-attend conference for today's performance and learning professional. **The theme of I4PL 2017 is *Where L&D Professionals Connect*.** I4PL is seeking relevant, topical, forward-thinking sessions to meet the needs and challenges of today's workplace learning and development professional.

Tentative streams for I4PL 2017 are:

- Leading the Learning Function (geared to seasoned / advanced audience)
- Designing Learning (geared to instructional designers of all levels)
- Industry Trends (what's trending, how can you shake up your learning programs and objectives)
- Learning Technologists (where learning and technology intersect)
- Learning Consultants: internal (ie; HR business partners) and external (independent consultant)

Be sure to view the following information prior to submitting:

- Sessions are 60 minutes in length
- We are looking for sessions that are unique in its delivery. Hands-on, interactive, Not all PowerPoint etc. Be creative!
- The program committee is responsible for reviewing and checking references during the process.
- Selected speakers will be required to sign a contract outlining the date, time and place of the presentation; the agreement terms; the deadlines for session descriptions, audiovisual requirements and presentation material submission.
- Selected speakers agree to use the I4PL-branded PowerPoint title slide (if using PowerPoint) or I4PL conference logo (if using Prezi or other).
- Your presentation must not contain sales pitches or sales-oriented material.
- Selected speakers who incorporate a sales theme or message and/or receive low audience evaluations will not be invited to present at future seminars or conferences.
- Selected speakers who wish to have their PowerPoint slides printed or handouts at their session are responsible for bringing sufficient copies for their session participants. I4PL does not print speaker notes or slides nor cover the cost of such printing.
- Only those speakers' whose proposals are being considered, will be contacted by a representative of I4PL.
- If you have not spoken for I4PL at previous conferences and are in consideration to speak, I4PL will request a video noting facilitation skills
- Should you be chosen to speak, you will be contacted no later than May 15, 2017.

Deadline: Submission deadline is April 25, 2017

Compensation: There is no financial compensation offered for speaking at I4PL 2017 however each speaker will receive a complimentary pass to attend the conference. I4PL does not cover speaker expenses.

You may download a PDF of the Call for Abstracts for reference however all proposals must be submitted using the online application form.

Contact conference@performanceandlearning.ca with any questions you may have about completing the online form.

2. Contact Information

Thank you for verifying the information below.

* 1. Contact Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>

* 2. Are you a current member of The Institute for Performance and Learning?

- Yes
- No

* 3. Do you hold your CTDP or CTP designation?

- Yes, my CTDP
- Yes, my CTP
- I am currently a CTDP / CTP candidate
- No, I do hold a CTDP or CTP designation

3. Speaker Information

The next questions relate to the speaker(s) who will present the proposed session.

* 4. How many speakers will be presenting this session?

One (Answer questions 5 - 6)

Two (Answer questions 5 - 8)

* 5. Speaker #1: Please provide the following information.

First Name

Last name

Designation(s)

Professional Title

Organization Name

City, Province

Telephone

Email

Twitter handle (if none, put N/A)

LinkedIn profile link (if none, put N/A)

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4. Speaker Information *cont'd*

- * 6. BIOGRAPHY - The biography should be submitted in paragraph form and should not exceed 150 words. Be sure to include relevant information such as speaker's education, work experience and prior speaking experience. Please check for grammar and spelling.

7. Speaker #2: Please provide the following information.

First Name	<input type="text"/>
Last name	<input type="text"/>
Designation(s)	<input type="text"/>
Professional Title	<input type="text"/>
Organization Name	<input type="text"/>
City, Province	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Twitter handle (if none, put N/A)	<input type="text"/>
LinkedIn profile link (if none, put N/A)	<input type="text"/>

8. BIOGRAPHY - The biography should be submitted in paragraph form and should not exceed 150 words. Be sure to include relevant information such as speaker's education, work experience and prior speaking experience. Please check for grammar and spelling.

5. Session Details

The next set of questions provide details on the subject and delivery style of the session you are proposing.

- * 9. Session Title - The theme of I4PL 2017 is ***Where L&D Professionals Connect***. The program committee is seeking relevant, topical, out-of-the-box, cutting-edge, forward-thinking sessions. Title should not exceed 75 characters /w spaces.

- * 10. Which track applies to your session? Select all that apply.

- Leading the Learning Function
- Designing Learning
- Industry Trends
- Learning Technologists
- Learning Consultants (Internal)
- Learning Consultants (External)

6. Session Details *cont'd*

* 11. Indicate the type of session you are proposing.

- Interactive
- Lecture
- Lecture with interactive elements
- Panel
- Other (please specify)

* 12. What are your audio visual needs?

- Unsure at this time
- Projector & Screen
- Lavalier Microphone
- Sound System – including video/audio
- Flipchart Stand with paper and markers
- Gamification
- Audience response technology
- Other (please specify)

7. Session Description

The next set of questions define the content of your session. The information you provide here will form the basis of conference marketing materials should your session be selected. It is therefore important that your session description be submitted in a final "ready for posting" format that has been spell-checked and vetted for proper grammar usage. If cutting and pasting your responses from another document, be sure to double check your description and objectives to ensure they are complete as length restrictions apply.

NOTE: your session description must be a true and accurate reflection of what you will present.

- * 13. Session Description: Please describe in a clear, compelling and accurate way the content of your proposed session. Please note that this description is what we use to promote your session if your session is chosen. (Please limit your description to 150 words maximum)

8. Learning Outcomes

Learning outcomes are very important and often the deciding factor when

1. The conference programming committee is choosing sessions.

2. When conference attendees are choosing the sessions they want to attend.

* 14. Please list 3 enticing, relevant and accurate learning objectives that conference attendees can expect to receive from your proposed session.

Learning Outcome 1

Learning Outcome 2

Learning Outcome 3

9. Session Interactivity

It is extremely important that the learners at the conference are able to connect, engage and have hands-on learning experiences with their peers and the session facilitator during every session at the conference.

* 15. Please list ways you plan to interact with the learners in your proposed session, as well as engage the learners in the room with hands-on learning experiences.

1

2

3

10. Session Take-aways

Learning and performance professionals attend the conference to network, collect ideas, solve problems and learn. It is imperative that the learners leave each session with valuable take-aways that they can transfer into their organization or work role.

* 16. List 3 take-aways that attendees who attend your session will have and be able to transfer to their role.

1

2

3

* 17. What makes this a must-attend session?

* 18. How will this session add value to an L&D professional?

11. Sessions Take-aways *cont'd*

Empty space for session take-aways.

12. Audience and Delivery

The next questions describe your ideal audience and how you would like to deliver the proposed session.

* 19. Select the knowledge and experience level of your target audience.

- Emerging - learning practitioners early in their career
- Manager - those who have considerable exposure to workplace learning and may manage a team
- Seasoned - Professionals who demonstrate mastery in the workplace learning field - senior directors
- All - Session is applicable to all levels of workplace learning professionals

* 20. Describe the target audience for your session (e.g. instructional designers, facilitators, SME's, senior managers etc.).

13. Past Presentations

The following questions relate to the prior presentation experience of the speaker(s) and past presentations of the proposed session.

* 21. Has this particular session ever been presented to at an I4PL or CSTD? (including chapter events)?

- Yes, at an I4PL / CSTD conference
- Yes, at an I4PL / CSTD chapter / regional event
- Yes, at an I4PL / CSTD webinar
- No (Answer N/A in the next question)

* 22. Has this particular presentation ever been conducted for other professional groups?

- Yes
- No (Answer N/A in the next question)

* 23. Please indicate where and when this particular presentation has been delivered.

* 24. Please provide details on past I4PL / CSTD presentations of this particular session.

14. Past Presentations *cont'd*

15. Past Presentations *cont'd*

25. List presentations you have made in the past for I4PL / CSTD including any chapter events.

26. List presentations you have made for other professional groups in the past (indicate which group).

* 27. If you have not presented at an I4PL or CSTD event in the past or if there is minimal feedback on a past I4PL or CSTD event, you agree to submit a video of your delivery if requested.

Yes

No

16. Speaker References

Provide contact details for two references. Note that at least one of these should have actually seen you present.

* 28. Reference 1

Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Relationship?	<input type="text"/>

* 29. Reference 2

Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Relationship?	<input type="text"/>

17. Additional Information *cont'd*

Please indicate any other information you think would be important to us in reviewing your proposal (e.g. prior publications, upcoming events).

* 30. Indicate any other relevant information you want to share with the selection committee.

* 31. If I am chosen to speak at I4PL 2017 I agree: (*Required)

Required

To use the conference branded materials in my session (ie: logo or ppt template).

To meet all content and conference deadlines set by the conference organizer.

To respond to conference related items in a timely manner.

To ensure that session information, objectives and take-aways outlined in this submission proposal will be accurate and executed during your actual session.

To be available to speak at any time and on any day of the conference, November 6-7, 2017.

To submit a video of my delivery if requested.

18. Additional Information *cont'd*

* 32. I understand that if I am chosen to speak at I4PL 2017, I agree that this is a volunteer opportunity and I will not be paid or have travel/accommodations paid for me by the Institute for Performance and Learning.

Yes

No

* 33. I confirm that all information contained in this submission is accurate.

Yes

No

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19. Thank you!

Thank you very much for taking the time to complete our 2017 Call for Speaker Abstracts! You will be notified by May 15. If you have questions, contact conference@performanceandlearning.ca or 1-866-257-4275.

**The Institute for Performance and Learning homepage: www.performanceandlearning.ca
I4PL 2017 Conference site: www.i4pl.ca**