

Presenter Proposal Information Sheet Important Information for Interested Presenters

Thank you for your interest in presenting at the 2014 EEOC's Examining Conflict in Employment Law (EXCEL) Training Conference.

In order to be considered as a presenter for the Training Conference, we need to know about your area(s) of expertise, and your proposal(s) for a presentation. **Please complete and return the following presenter form (see below).**

Some important items to note follow:

- Due to the high volume of proposals we receive, we only notify those selected to speak. If you are accepted for the EXCEL Training Conference you will be notified April 28, 2014.
- Please note that EEOC's 2014 EXCEL Training Conference provides travel allowance and per diem to selected speakers. See the "Travel" section below for additional information.
- This form must be completed in full and submitted NLT **February 7, 2014** for primary consideration for the 2014 program.

ABOUT EEOC'S EXCEL CONFERENCE

Who attends EEOC's EXCEL Conference?

Industry Sectors:

- Federal Government.....86%
- Military 10%
- Other*4%

Years of Experience:

- Less than 2 year.....20%
- 2-6.....60%
- 6+.....20%

Exhibitors in the EEOC's EXCEL Training Conference are sales and marketing professionals representing the Federal government and EEO professionals. Conference exhibitors are invited to participate in the conference sessions along with the attendees.

Presenters can generally expect a session audience from 50 to 300 attendees.

Why should you present at the EXCEL Training Conference? Presenting for an EEOC's EXCEL Training Conference gives you the chance to speak to a vast audience. It presents a unique marketing opportunity for presenters, who often schedule additional engagements with those in the EEO community.

Consider presenting at the EXCEL Training Conference to share your experience and expertise, increase your professional visibility, and get recognition for your knowledgeable and creative contributions to the leading Federal EEO conference.

Among the many marketing opportunities EEOC provides presenters:

- Exposure in marketing materials including direct mail, email, social media, web & print advertising.
- Exposure to 1000 – 1500 EEO professionals at the conference, your presentation available online pre-event for registrants to view, and post-event for those that attended to view.

How are speakers chosen?

Presentations should expand the knowledge base of the attendee, presenting new twists on an old idea/practice, solutions to a new challenge, best practices or new trends. Attendees should leave with knowledge, ideas, tools and know-how that will help them excel in their jobs and bring value to their organizations.

All submissions will be evaluated with respect to a variety of criteria, including timeliness of topic, originality, and educational value to attendees. Other guidelines include:

- Engaging and appropriate speaker
- Clear and accurate description of the proposed content
- Realistic and actionable take-aways
- Practical, relevant, and/or innovative content that meets the audience's needs and interests
- Experience and qualifications of the presenter(s)
- Potential to contribute to a well-balanced conference program
- Evaluation data from previous EEOC EXCEL Training Conferences
- Geographic location of the presenter(s)
- Proposals of a commercial nature which promote or market particular products and/or services, will not be considered.

What can you expect as an EXCEL Training Conference presenter?

If you are accepted as a presenter, you will be notified by **April 28, 2014**. Upon acceptance, you will receive a Presenter's Agreement and additional details.

For marketing purposes, EEOC's 2014 EXCEL Training Conference reserves the right to edit the title, description, and take-aways. All changes will be shared with the presenter prior to the conference.

EEOC's 2014 EXCEL Training Conference is a paperless meeting. No handouts will be duplicated or distributed by EEOC onsite. Electronic copies of presentations and/or handouts in PDF and accessible formats will be posted on-line prior to the first day of the conference and made available to registered attendees, accordingly if you are identified as a presenter we need your presentation submitted no later than **June 2, 2014**; otherwise your presentation may be withdrawn and replaced. In addition, you will need to bring a copy of any power point presentations you plan to use on a flash drive. Presentations will not be pre loaded on lap tops used in individual workshops.

All meeting rooms at EEOC EXCEL Training Conference have a standard room set (classroom style) to maximize seating for attendees. There is a lectern and 6' table in the front of the room (risers will only be used in the general sessions). All rooms will have: a wired lavalier microphone, power, laptop computer and LCD projector with screen.

EEOC's EXCEL Training Conference is a non-commercial forum. Under no circumstances may a presenter promote a product, service, or anything else representing monetary self-interest. Failure to comply will impact future consideration to present at the conference.

What are the common reasons for non-acceptance of proposals?

- A large number of strong proposals were received, not all of which could be accepted due to timing/space considerations.
- Multiple proposals with overlapping content were received.
- The proposal does not meet the goals of the conference.
- The proposal is too narrowly focused or may not have wide appeal.
- The proposal was not submitted according to the instructions.
- The proposal was vague or did not provide enough information.

Travel

Please note that EEOC's EXCEL Conference provides a limited travel allowance to selected speakers.

- At the discretion of conference management, speakers will be authorized one nights lodging at the conference hotel and/or limited per diem for authorized expenses will be paid.
- Travel arrangements will be made and paid for by the EEOC Training Institute. Contact information will be provided if you are selected to be a presenter.

Proposal Submissions

Click here to access the on-line proposal submission form "[Presenter Proposal Form](#)".

If you are unable to successfully complete the on-line form, this form is also available in Word. Click here "[Presenter Proposal Form.docx](#)", to download the Word version of the form.

Return completed proposal forms to: FedENews@eeoc.gov