

Presenter Proposal Form
2015 EXCEL Conference
Washington, D.C.
Summer 2015

Due: February 13, 2015

Return completed proposal forms to: FedENews@eeoc.gov

Subject: 2015 Federal Call for Presenters

Presenter Contact Information	
Full Name	
Job Title:	
Employer:	
Mailing Address:	
Phone Number:	
Fax Number:	
Email:	
Website URL:	
Your Position:	I am a: <input type="checkbox"/> I am a Senior Executive Service Professional <input type="checkbox"/> I am a Manager/Supervisor <input type="checkbox"/> Professional Speaker/Writer/Trainer <input type="checkbox"/> Independent Consultant/Small Business Owner <input type="checkbox"/> Vendor/Supplier to the EEO community <input type="checkbox"/> Other: _____
Reimbursement Required:	I will require: <input type="checkbox"/> Hotel Room <input type="checkbox"/> Travel Allowance <input type="checkbox"/> Both
Reference 1 – Contact Info:	
Reference 2 – Contact Info:	
Reference 3 – Contact Info:	

Presentation Information

All fields are required. Incomplete proposals will not be considered.
If submitting more than one topic, you must use a separate form for each topic.

Proposed Title: (limit to 15 words) (Needs to market your topic -should be meaningful to Federal EEO & HR Professionals)	
Presentation Description: Max 150 words Will be used in the published materials	
Take-Aways:	
Audience Type:	Note: EEO Categories used on our brochure <ul style="list-style-type: none"><input type="checkbox"/> Attorney/Attorney Reps<input type="checkbox"/> EEO Director/Manager/Supervisor<input type="checkbox"/> EEO Investigator/Counselor<input type="checkbox"/> HR Director/Manager/Supervisor<input type="checkbox"/> HR Staff<input type="checkbox"/> Mediator/ADR Specialist<input type="checkbox"/> State and Local<input type="checkbox"/> President/Owner<input type="checkbox"/> Union Representative<input type="checkbox"/> Other Manager/Supervisor<input type="checkbox"/> Other:
Ideal Length of	<input type="checkbox"/> Seminar (Breakout Session-60 minutes)

Presentation:	<input type="checkbox"/> Seminar (Breakout Session-90 minutes) <input type="checkbox"/> General (Plenary Session 30-45 minutes) – Please note there are a limited number of General Sessions available.
Presentation Format:	<input type="checkbox"/> Single Presenter <input type="checkbox"/> Co-Presenter <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Other: _____
Audience Experience:	<input type="checkbox"/> Early Career: Individuals, often with less than 5 years experience, who are seeking to improve their every day job performance and foundational skills in meetings management. <input type="checkbox"/> Mid-Career: Individuals with typically 6-10 years experience who are interested in more advanced concepts and approaches, industry best practices, cutting edge trends, and personal career development. <input type="checkbox"/> Senior Leaders: Individuals with more than 10 years experience, often managing teams and departments, who are interested in executive level topics and seminar formats.
Have you presented this program at EEO and/or HR related conferences in the last 2 years?	<input type="checkbox"/> Yes Please note event, event city, and date: <input type="checkbox"/> No
Brief Biography of Speaker(s): Max 150 words per person Will be used in published materials	This bio should outline each speaker’s expertise, especially as it relates to the EEO industry.
Speaker(s) Photo:	Please provide a photo electronically (for each speaker proposed) in JPG format sized approximately 3 x 5. Your image should be at least 300 dpi in resolution.

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