

**Presenter Proposal Form  
2016 EXCEL Conference  
(Location To Be Determined)  
Summer 2016**

**Due Date: December 14, 2015**

**Return completed proposal forms to: [FedENews@eeoc.gov](mailto:FedENews@eeoc.gov)**

**2016 Federal Call for Presenters**

<b>Presenter Contact Information</b>	
<b>Full Name</b>	
<b>Job Title</b>	
<b>Employer</b>	
<b>Mailing Address</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Website URL</b>	
<b>Position</b>	<b>I am a/an:</b> <input type="checkbox"/> Senior Executive Service Professional <input type="checkbox"/> 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: _____
<b>Lodging/Travel Accommodations</b>	<b>I will require:</b> <input type="checkbox"/> Lodging <input type="checkbox"/> Travel (Air/Train) <input type="checkbox"/> Both
<b>Reference 1</b>	Name: Email Address: Phone Number: (    )    -
<b>Reference 2</b>	Name: Email Address: Phone Number: (    )    -
<b>Reference 3</b>	Name: Email Address: Phone Number: (    )    -

### **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.

<p><b>Proposed Title:</b> (Max 15 words)</p> <p><b>*Topics should be meaningful to Federal EEO &amp; HR Professionals and marketable.</b></p>	
<p><b>Presentation Description</b> (Max 150 words)</p>	
<p><b>Presentation Take-Aways:</b></p>	
<p><b>Audience Type</b></p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Attorney/Attorney Reps</li><li><input type="checkbox"/> EEO Director/Manager/Supervisor</li><li><input type="checkbox"/> EEO Investigator/Counselor</li><li><input type="checkbox"/> HR Director/Manager/Supervisor</li><li><input type="checkbox"/> HR Staff</li><li><input type="checkbox"/> Mediator/ADR Specialist</li><li><input type="checkbox"/> State and Local</li><li><input type="checkbox"/> President/Owner</li><li><input type="checkbox"/> Union Representative</li><li><input type="checkbox"/> Other Manager/Supervisor</li><li><input type="checkbox"/> Other: _____</li></ul>

<p><b>Ideal Length of Presentation</b></p>	<p><input type="checkbox"/> Seminar (Breakout Session-90 minutes)  <input type="checkbox"/> General (Plenary Session 30-45 minutes)</p> <p><b>*A limited number of General Sessions are available.</b></p>
<p><b>Presentation Format</b></p>	<p><input type="checkbox"/> Single Presenter  <input type="checkbox"/> Co-Presenter  <input type="checkbox"/> Panel Discussion  <input type="checkbox"/> Other: _____</p>
<p><b>Audience Experience</b></p>	<p><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 management.</p> <p><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.</p> <p><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.</p>
<p><b>Have you presented this program at EEO and/or HR related conferences in the last 2 years?</b></p>	<p><input type="checkbox"/> Yes (Please provide event, event city, and date.)   <input type="checkbox"/> No</p>
<p><b>Biography of Speaker(s) (Max 150 words)</b></p> <p><b>*May be used in published materials. The option to Opt Out will be available.</b></p>	<p>Please attach a copy of your biography when submitting your proposal. Biographies should outline each speaker's expertise, especially as it relates to the EEO industry.</p>
<p><b>Speaker(s) Photo</b></p> <p><b>*Optional</b></p>	<p>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.</p>

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