



# NORTHERN CALIFORNIA CHAPTER

M E E T I N G   P R O F E S S I O N A L S   I N T E R N A T I O N A L

## REQUEST FOR PROPOSAL FOR SPEAKERS/FACILITATORS

Meeting Professionals International (MPI) leads the meeting industry by serving the diverse needs of all people with a direct interest in the outcome of meetings, educating and preparing members for both their changing roles and validating relevant knowledge and skills, as well as demonstrating a commitment to excellence in meetings. Becoming a speaker or facilitator for the Northern California Chapter is an excellent way to share your industry expertise, take an active role in our industry association and gain points for the CMP/CMM applications. **First consideration will be given to Chapter members.**

The Chapter Program Committee is looking for speakers/facilitators to participate in:

\* **Monthly Professional Education Programs:**

These are typically 90-minute programs in the morning, before the monthly general session luncheon. Educational workshop presentations need to focus on specific skills and knowledge required of the meeting management professional. The presentation should have clear learner outcomes and indicate the skill level for the attendee. (The committee is looking to find a balance of programs for the variety of experience levels of our membership.) Interactive learning activities and audio-visual aides that revolve around a topic are encouraged. Session handouts are **required**.

\* **Professional Breakfast Programs**

These morning programs offer both educational and networking opportunities for Chapter members. Presentations should have clear learner outcomes, as well as usefulness and applicability to our diverse membership. Interactive learning activities, which revolve around a topic or skill, building awareness or practicing the information are highly encouraged. Session handouts are **encouraged**.

\* **CMP University**

CMP University is a Saturday morning program for industry professionals studying for the Certified Meeting Professional (CMP) exam. The program consists of 11 Saturday morning sessions (8am-Noon) in a classroom setting with an AM beverage break. Presenting at these dynamic and informative sessions is an excellent way to make a professional contribution and gain valuable credits for CMP re-certification. Instructors are assigned a subject area within the CMP exam criteria and will present in one-hour time segments. Must be a CMP (two years minimum) and handouts are required.

*Please Note: Presenting at MPINCC provides a unique marketing opportunity, however presentations must NOT be a sales pitch for your services or company. Speakers can display promotional materials at the back of the session room and may market their services during the social networking. Honorariums are not awarded to speakers/facilitators. All presenters must give permission to be photographed for the MPINCC Perspective magazine.*

**Return applications by Monday, July 26, 2010 to:**

Diane Schneiderman, CMP, Executive Director  
Meeting Professionals International Northern California Chapter  
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# NORTHERN CALIFORNIA CHAPTER

MEETING PROFESSIONALS INTERNATIONAL

## MPINCC SPEAKER/FACILITATOR APPLICATION

Speaker's Name \_\_\_\_\_

Company & Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### PRESENTATION TOPIC OR AREA(S) OF EXPERTISE:

\_\_\_\_\_

Check here if you are interested in presenting a 90-minute Professional Education Workshop or a Professional Breakfast Program. Items A, B, C, D, E, F, G & H (below) **will be required**.

Additional question for potential Workshop and Breakfast Program speakers:

Would you allow the Chapter to audio record and duplicate your program handouts for a limited time webcast on the association web site? ([www.mpincc.org](http://www.mpincc.org))

Yes

No

Check here if you are a Certified Meeting Professional and would be interested in presenting at CMP University (held Saturday mornings, January-June 2011 - see [www.mpincc.org/calendar](http://www.mpincc.org/calendar) for proposed dates - your obligation would likely be one particular Saturday). Only items E, F & G (below) required.

Check here if you have little or no presentation/facilitation experience, but would like to have an opportunity to learn!

### Please attach a separate page with the following information:

- A. Presentation Description & Value to Membership
- B. Program Format (*examples: Roundtables, Panel Discussion, Lecture, etc.*)
- C. Four to Five Learner Outcomes (*At the end of the session, participants will be able to...?*)
- D. Define your target audience and program level\* (*see descriptions below*)
- E. Your Biography
- F. Your Expertise
- G. Your Previous Presentation/Facilitation Experience
- H. Two Presentation References (*will be confidential and only used to check references*)

\*Target Audience: *Corporate Meeting Professionals, Association/Non-Profit Meeting Professionals, Government Meeting Professionals, Meeting Management Professionals and Supplier Meeting Professionals.*

### \*Program Levels:

Entry Level: *Little or no experience in the subject area. Session would be for those who are new to the industry. Sessions appropriate for this level would discuss key terms and concepts relevant to the topics.*

Intermediate/Middle Management: *Session would be geared for those who have solid knowledge and experience in meeting management basics and who want to concentrate on the next level of skills.*

Executive Meeting Management: *Sessions would be for senior level members and top level decision-makers of the industry who have a wealth of experience and are looking to focus on strategic issues and vision for their organizations and careers.*