

Request for Proposal for Educational Sessions

2019 Nonprofit University
Monday June 10, 2019
Bucks County Community College, Newtown PA

Deadline for submission: Friday, March 1, 2019. We hope to make a final decision by March 15th.

Please submit your proposal within this Word format and return via email to lvibber@bbco-cpa.com

The Catalyst Center for Nonprofit Management seeks Proposals for our upcoming 2019 Nonprofit University. The conference is a full-day training, with interactive networking time, a general session and break-out workshops. Four concurrent workshops will be offered within each of the break-out slots. Workshops will be either 60 or 90 minutes in length, and presenters should leave ample time for questions within this time frame.

Sessions should not be utilized as a sales presentation.

Please consider the target audience for your presentation.

Note: The Catalyst Center will make final selections to ensure balanced programming. Timely submission of an RFP does not guarantee selection. The committee reserves the right to solicit proposals for programs to ensure the diversity of program offerings. Unfortunately, we are unable to offer a presentation honorarium.

I. Presenter Contact Information:

Name:

Certification/Degrees:

Title:

Organization/Company:

Street Address:

Phone:

Email:

Website (if any):

Additional Presenters (Name/Title/Organization):

II. Presentation Details:

Workshop Title:

Focus:

Workshop Description (brief – 250 words maximum):

Target Audience (experience level, budget size, etc.):

Workshop length ___ 60 minutes ___ 75 minutes ___ either

Workshop time slot ___ Before lunch ___ After lunch ___ either

Deliverables/Learning Expectations:

As a result of attending this session, participants will gain knowledge of:

- 1.
- 2.
- 3.

Presentation Format (single presenter, co-presenters, panel):

Prior Presentation of Workshop (locations/dates):

Room/Equipment Needs (Note: Presenters are requested to submit materials in advance so that they may be uploaded to our website for participant access. Presenters are responsible for bringing their own handouts and presentations on a flash drive. Handouts are not required but strongly encouraged)
Computer/projector available.

Thank you for your interest in supporting Not-for-profit organizations in our area!

Please return this completed form in word document format to lvibber@bbco-cpa.com by Friday, March 1, 2019.

Please do not hesitate to contact Liz Vibber with any questions 215-343-2727

Tentative Conference schedule

8:00 am	Registration
8:30 am	Welcome
8:45-9:45	Keynote Session
10:00-11:00	Workshop I
11:15-12:15	Workshop 2
12:15-1:30	Lunch & Generosity Marketplace
1:30-2:45	Workshop 3
3:00-4:00	Workshop 4