



2019 Conference @Montclair University

Presentation Proposal for IFVP 2019 Conference

If you would like to contribute a presentation to your IFVP colleagues at the upcoming conference, please fill out this form and return it to conference@ifvp.org **by February 7, 2019**. Please include **Presentation Proposal** in the email subject line.

What type of presentation is your proposal for?

- Pre-Con Workshop - Half day (3 hours)
- Pre-Con Workshop - Full day (6 hours)
- Track Breakout session (1 hour)
- Track Breakout session (1.5 hours)
- Track Breakout session double (2 x 1 hour)
- Track Breakout session double (2 x 1.5 hours)
- Informal session
- Other

There will be 4 tracks at the conference:

- 1. Craftsmanship**, focused on hands-on skills within the Graphic Recording/Graphic Facilitation field, the tools and materials we use, and how we see things.
- 2. Facilitation**, focused on all aspects of the role of facilitator, including developing the skills for designing and running successful meetings and workshops, and client and co-facilitators/graphic recorders interactions.
- 3. Business**, focused on legitimizing the field of Graphic Recording/Graphic Facilitation, including advancing the field in the education space, and exploring questions we all have regarding business operations and legal issues.
- 4. Leadership**, focused on the influence and social impact of visual practitioners, the IFVP member role, and the partnerships we form.

About your session

Is your proposal for a Track breakout session - which track?

Craftsmanship

Facilitation

Business

Leadership

What is the title of your session?

Description

What will participants learn? Please list two or three goals and outcomes

Targeted audience? (Who should attend?)

Maximum number of attendees (up to 25)

Will handouts or references be provided? What kind?

Room set up? (Circle of chairs/tables and chairs/ U form/other)

Please remember that the sessions will primarily take place in classroom settings.

**There will be a minimal kit of supplies in each room – we will let you know what’s included.
Do you have special requirements?**

Do you need props, foam boards?

Do you need AV support? Data show and screen? Sound system?

Other special needs not mentioned here?

We will do our best to pair your session with the proper facility but cannot guarantee that everything you ask for will be possible for us to provide.

Please tell us something about yourself:

How long have you been a Visual Practitioner?

What are your main interests?

How many IFVP conferences have you attended?

Have you presented at a previous conference? IFVP or other and what was topic?

Are you co-hosting the session with somebody else?

Please provide us two references: name, organization, email and phone number.

Selection process

You will receive an acknowledgement receipt and our team will review your proposal. The review process will be done in two phases. As part of the second phase you may be asked to provide more detail about your session, which may include a video description, examples of handouts, and other information that will help the team get a clear sense of your offering.

Acceptances will be communicated by March 15, 2019 individually by email and publicly on the conference website.

After acceptance we will need a short bio (one paragraph) from the presenter(s), a head shot, and the description of your session the way you'd like to see it in the conference promotion pieces, accompanied by the signed image release form.

Presenter's agreement

All presenters agree to register for the conference. Main session presenter and one co-presenter (if applicable) may register at the discounted conference presenter's rate of 10% off the Early bird or Regular conference rate. Discount code will be provided upon acceptance of proposal.

Session Presenter (Print Name)

Session Co-Presenter (Print Name)

Signature

Signature

Date: _____

Date: _____

Contact information (please add address, phone numbers, email address, and website if applicable, for each Presenter)

Contact Presenter 1

Contact Presenter 2

***Feel free to provide supporting documents and information as an attachment.
We look forward to hearing from you!***