**ATD TULSA PROGRAMS**

**REQUEST FOR PROPOSAL FORM**

1. Name/Title/Credentials:(*to appear in promotional/marketing materials):*Click or tap here to enter text.
2. Workshop Title: *(The workshop title should fit with workshop themes outlined.)*

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1. Describe How Your Presentation Fits Our Program (Theme) which is to advance ATD’s Mission to “empower professionals to develop talent in the workplace.”

Click or tap here to enter text.

1. Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees: 100 words or less

Click or tap here to enter text.

1. Workshop Description In 300 words or less: *(It should be written in a format that will help us market your workshop to program attendees.)*

Click or tap here to enter text.

1. List the top three (3) [ATD Capability Model](https://www.td.org/capability-model/access) topic(s) your workshop addresses

Click or tap here to enter text.

1. Learning Objectives: 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: “After participating in this workshop, participants will be able to…”

Click or tap here to enter text.

1. Workshop Design Plan:

Include a workshop outline with timeframes and delivery methods for all activities. Each workshop timeframe is 60 minutes including time for questions and answers.

Click or tap here to enter text.

1. Handout / Performance Tools:

Include a title and description of each handout or item that will be given to participants.

Click or tap here to enter text.

1. AV and / or Room Configuration Requirements: *(Not applicable for a virtual program)*

Please note: The workshop room will be equipped with a desktop computer, projector, screen, and microphone (if needed). Additional AV or configuration needs, including internet access or computer audio projection, must be noted in your proposal.

Click or tap here to enter text.

1. Virtual Presentation Requirements: *(For virtual presentations)*

The ATD Tulsa Chapter can provide a virtual link to a Zoom session for this event. Or you can provide your own virtual platform link (Zoom, WebEx Meeting, WebEx Training, GoTo Meeting, etc.) The platform must be accessible to participants who may be connecting from a company (corporate) environment.

Click or tap here to enter text.

1. Evidence of Professional Qualifications and Credentials: 300 words or less

Include relevant education, Professional Certifications, personal and professional awards and/or commendations received personally or as a “key player” in the organization for specific project(s). Include your public speaking experience(s), listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.

Click or tap here to enter text.

1. Demonstration of Presenter Ability:
2. Provide evaluation results from a past presentation that demonstrates your style and ability. Preferred evaluation results will include content related to the proposed workshop topic.
3. *Optional* – Provide a link or video attachment of you presenting that demonstrates your style and ability. Preferred videos will include content related to the proposed topic.

Click or tap here to enter text.

1. Biography: 300 words or less per speaker

*To appear in workshop promotional/marketing materials*

Click or tap here to enter text.

1. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

Click or tap here to enter text.

1. Professional Photo:

Submit a professional color headshot photo of the presenter(s) in JPEG or PNG format.

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