



2018 Call for Sessions Guidelines

2018 National Conference
September 28-30, 2018
Philadelphia Marriott Downtown

2018 National Conference

Exponent Philanthropy's biennial National Conference is the largest gathering of foundations, families, and individuals who give with few or no staff. Our national conferences have a strong reputation for engaging the head and heart, providing meaningful opportunities to connect and learn collaboratively, and radiating a welcoming culture that makes everyone feel part of a supportive community.

The 2018 National Conference is designed specifically to:

- Inform and inspire through first-rate content.
- Celebrate and champion the outsized impact of our vibrant community.
- Foster personal and professional connections with colleagues, advisors, and field leaders.

Educational content spans the philanthropic landscape and is delivered through provocative keynote talks, interactive sessions, site visits, and informal idea exchange. Sessions are designed to address the specific challenges faced by funders with few or no staff by building and strengthening core skills, examining advanced topics, and exploring trends. The conference also offers multiple opportunities for participants to connect with each other and build relationships that last beyond the conference experience.

A portion of the 2018 National Conference will be designed by you, Exponent Philanthropy members and constituents, and we invite you to submit your session ideas.

Audience

We expect attendance of 1000 individuals, including donors, trustees, and staff from all types of foundations; individual donors and philanthropic families; donor advised fund holders and managers; philanthropic support organizations; philanthropic service professionals; and thought leaders in the field of philanthropy.

This call is soliciting proposals for our breakout sessions which typically see audience numbers, on the lower end, of 40-50 participants and on the higher end of 75-90 participants.

Submission Requirements

This call for sessions will be open to all constituents, including member and non-member funders, partners, sponsors, and colleague organizations.

An organization or individual may submit a maximum of two proposals. All proposals submitted by different individuals from the same organization count toward the limit.

No deadline extensions or exceptions can be granted, and late submissions cannot be accepted.



Evaluation Criteria

The call for sessions is open to any philanthropy topic that addresses the needs and strengths of lean funders, Exponent Philanthropy's core audience. Specifically, the session proposal should do one of the following:

1. Take a fresh look at a common practice
2. Have potential to improve practice
3. Offer a unique perspective on a trend in philanthropy

Exponent Philanthropy's Programs & Services Committee and key staff will review all submissions and select those that are most relevant to the Exponent Philanthropy audience and meet the above criteria. The committee will review all session proposals *name blind*, that is, solely on the strength of proposal in meeting the criteria.

Furthermore, the committee will give preference to sessions that do one or more of the following:

1. Provide an interactive, action-oriented environment for learning
2. Showcase diverse voices and perspectives

Expectations for Session Designers

Proposal submitters are asked to keep the conference dates available until notified of the status of their proposal. If selected to design a session, designers must agree to:

- Work with Exponent Philanthropy to adapt the session theme or design as needed to fit the time slot, to tailor to the Exponent Philanthropy audience, and to include expert speakers if applicable.
- Participate in a webinar training in mid- to late-January to review the deadlines and key steps in the process.
- Adhere to the session planning key dates & deadlines.
- Incur all expenses related to the development and implementation of their sessions. Exponent Philanthropy does not pay honoraria, travel, per diem, or other costs for session speakers or designers.
- Be present at the conference and serve as a point person in the session (if not speaking) by introducing the session and assisting with technology and handout distribution.
- All Exponent Philanthropy programs are non-solicitation environments and shall not be used for commercial sales pitches, self-promotion or unwarranted criticism of a competitor. Exponent Philanthropy reserves the right to take action as necessary to address violations of this policy.

Session Planning Key Dates & Deadlines

September 14	Call for Sessions opens
October 31	Call for Sessions closes
Early January 2018	Proposal submitters notified of decisions
February 16	Session titles, descriptions, and learning objectives due to Exponent Philanthropy
May 31	Speakers & speaker information due to Exponent Philanthropy
August 1	Final session materials due to Exponent Philanthropy: session plans, presentations, handouts & resources, AV & room set requests
September 28-30	2018 National Conference



Proposal Components

Please tell us about your session idea. What you submit here should reflect your current vision for the session – topic, title, description, speakers, and format. We do not expect that all of these components are set in stone at this time, and we anticipate that once planning gets underway, there may be adjustments to what you outline below.

Name

Organization

Email Address

Session Working Title

Session Description In 200 words or less, explain the theme of your session, outline the major components, activities, and/or teaching points, and summarize what participants will be able to apply to their philanthropic work following the session.

Specific Relevance to Lean Funders In 75 words or less, explain here how your session meets the needs of and/or features lean funders.

Proposed Presenters/Speakers (check all that apply)

- Myself
- Funder
- Nonprofit/Grantee
- Financial/Legal Professional
- Consultant
- Other: _____

Likely Session Formats (check all that apply)

- Presentation
- Panel (max. # panelists 4)
- Group discussion
- Worksheet/Exercise
- Video
- Other: _____

Additional Comments: Is there anything you'd like us to know about your proposal? (50 words maximum)

We may receive more than one proposal on a particular topic. Would you be willing to collaborate with other submitters who proposed similar ideas? Y / N

By submitting this proposal, I confirm that I've read the terms of session submission. Y / N

[Start the application in SurveyMonkey.](#)