

**REQUEST FOR PROPOSALS INFORMATION SHEET
PROFESSIONAL DEVELOPMENT PRESENTATIONS
AT ATD TULSA MONTHLY PROGRAMS HELD VIRTUALLY**

**3rd FRIDAY OF EACH MONTH
Meeting times: 11:30 AM TO 1:30 PM
Presentation times: 12:00 PM to 1:15 PM**

PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals for 60- to 75-minute presentations at the ATD Tulsa Monthly Professional Development Programs. Presenters must be willing to provide their services *pro bono publico (without expectation of payment)* for the good of developing talent development professionals and in support of the goals and objectives of ATD Tulsa.

BACKGROUND

ATD Tulsa expects 20 to 40 attendees at each virtual meeting, the majority of whom will include, but are not limited to: training and development, workplace learning, human resources, and organizational development professionals, along with T&D consultants. The meetings take place via virtual delivery platform. We typically host events via our chapter Zoom account. We try to keep the atmosphere one of fun and learning in a casual business environment, with numerous opportunities for professional development and networking.

All qualified persons are encouraged to submit proposals. ATD Tulsa does not discriminate against individuals based on race, creed, national origin, gender, physical or mental ability, color, or sexual orientation.

SESSION DEVELOPMENT

ATD Tulsa Monthly Professional Development Programs are learning experiences first and foremost, and as such, must be noncommercial in content and delivery. Your primary goal should be the attendee's learning experience rather than a showcase of your ideas, products, or services. You will gain exposure for yourself or organization by providing something tangible for participants to take away. The more you can put yourself in their place while developing your session, the better your chances are of being selected as a speaker.

When developing your proposal submission, make sure the content is informative and relevant, with clear and immediate application to the learner's work. Ask yourself how the learner will be able to apply your session content back on the job. Your session must use best practices to engage learners in a virtual environment. We look for sessions that include participant interaction or that have hands-on activities and methods to support learning within the session framework.

WORKSHOP THEMES/TOPICS

ATD Tulsa Monthly Professional Development Programs should focus on “empowering professionals to develop talent in the workplace.” Based on ATD Tulsa Member feedback, there are specific areas of the ATD Capability Model (pictured below) upon which we have chosen to focus: Instructional Design; Training Delivery and Facilitation; Technology Application, and Change Management. For example, members have asked for a session on how to convert their classroom content to engaging virtual content, which encompasses both Instructional Design and Technology Application.

Building Personal Capability	Developing Professional Capability	Impacting Organizational Capability
• Communication	• Learning Sciences	• Business Insight
• EQ & Decision Making	• Instructional Design	• Consulting & Business Partnering
• Collaboration & Leadership	• Training Delivery & Facilitation	• Organizational Development & Culture
• Cultural Awareness & Inclusion	• Technology Application	• Talent Strategy & Management
• Project Management	• Knowledge Management	• Performance Improvement
• Compliance & ethics	• Career & Leadership Development	• Change Management
• Lifelong Learning	• Coaching	• Data & Analytics
	• Evaluating Impact	• Future Readiness



SPEAKER BENEFITS

1. Complimentary meeting registration if your proposal is accepted. (Expenses are not reimbursed.)
2. Contribution to your industry and profession.
3. Networking with peers and industry professionals.
4. Valuable professional exposure.
5. A copy of your workshop evaluations.

SPEAKER EXPECTATIONS

1. Conduct a 60-to 75-minute interactive workshop that engages the audience with appropriate time allowed for questions and answers.
2. Contribute all services in a pro bono publico (without expectation of payment) capacity.
3. Meet all deadlines.
4. No change to the workshop topic, title, description, or objectives as originally submitted without written permission from the VP of Programming.
5. No change to the identity of the speaker(s) without written permission from the VP of Programming.
6. Provide the workshop materials electronically in PDF format by 5 pm the Friday before the workshop for use on the day of the workshop. Copyright remains with the author.
7. Provide copies of any handouts that workshop participants may need to effectively engage in workshop activities. The VP of Programming will provide speakers with an estimated number of workshop participants by 5 PM on the Wednesday before the workshop.
8. Agree to allow ATD Tulsa to video record your session. The recording will be made available to registered attendees, both those who were in attendance, and those who registered, but were unable to attend live.
9. Agree to grant ATD Tulsa permission to use video and/or still images taken of you during the Professional Development meeting which includes your presentation in any and all publications, including website and social media, without payment or any other consideration in perpetuity.
10. Agree to refrain from using any portion of your workshop presentation as a platform to promote products or services, solicit funds, or take political positions.
11. ATD Tulsa makes a concerted, ongoing effort to be a diverse and inclusive organization. Therefore, you must agree to convey your remarks without bias toward race, gender, religion, political party, ethnicity, or sexual orientation. You may use humor in your remarks, but do so with caution and good taste.
12. Agree that submitting a proposal for conducting a workshop for ATD Tulsa indicates agreement to comply with the guidelines and expectations stated herein.

PROPOSAL SUBMISSION INSTRUCTIONS

1. Complete the entire Request for Proposals Form. Each proposal should include the completed and signed Workshop Proposal Presenter Agreement, Workshop Proposal Form and a color headshot photo of the presenter(s) (JPEG).
2. Submit the Form, Agreement, and photo as a PDF and JPEG via email to programming@tdtulsa.org and copy the ATD Tulsa President at president@tdtulsa.org.

3. The subject line of the email should read, *Proposal for ATD Tulsa Professional Development Program*.
4. Submitted proposals will become the property of ATD Tulsa and will not be returned. Proprietary or confidential information included in proposals must be conspicuously stated in the proposals.
5. Applicants should receive an email confirming receipt for their Professional Development Program Proposal submission with 5 business days. If no confirming email is received, contact the Programming VP at programming@tdtulsa.org and copy the ATD Tulsa President at president@tdtulsa.org to confirm receipt by ATD Tulsa.
6. Proposals will not be opened publicly. However, all offerors who submit proposals will be notified if the proposal has or has not been accepted for an ATD Tulsa Professional Development Program.

IF YOU HAVE QUESTIONS

Offerors may address questions about this RFP to the Programming VP by email at programming@tdtulsa.org and copy to the ATD Tulsa President at president@tdtulsa.org.