

# Call for Presenters Submission Directions

**May 11, 2018**

Hudson-Mohawk ATD  
2018 Talent Development Summit

Thank you for your interest in presenting at the Hudson-Mohawk ATD Talent Development Summit. Please review the following information in preparation of submitting your proposal. A link to the online submission form is provided at the end of the document under [Submission Information](#).

The HMATD Talent Development Summit is geared for Talent Management professionals responsible for developing the knowledge and skills of employees in any type of organization or industry. This annual event draws interest from all around New York State, as well as Connecticut, Massachusetts and Vermont and showcases top training, performance and organizational development experts in the Northeast. This annual summit is the largest training and talent development event in the New York Capital Region.

We are soliciting proposals and looking for topics in instructional design, training delivery, coaching, workforce development, organizational development, management and leadership, change management, communication, project management, onboarding, mentoring, employee engagement and best practices in the [ATD Competency Model](#), among other key topics.

***Session length is approximately 75 minutes***

## **ABOUT THE SUMMIT:**

Date: **Friday, May 11, 2018**  
Location: Hilton Garden Inn, 235 Hoosick Street, Troy, NY  
Time: 8:00am – 5:00pm  
Attendance: Approximately 150

***Proposals must be received by December 15, 2017.***

If chosen, session descriptions and presenter biographical information are subject to editing for publication. Major rewrites will be sent to you to ensure it doesn't dramatically change the intent of your proposed sessions.

We encourage presenters to align with the [ATD Competency Model](#).

## TECHNOLOGY NEEDS

Presenters are expected to supply their own laptop and speakers, if needed. Laptops must have their own wireless card.

Please indicate whether your laptop has a DVI and/or a VGA connection(s).



DVI

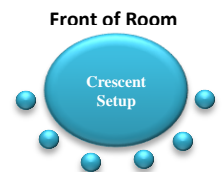


VGA

*Please let us know if you would be able to supply an LCD projector.*

## ROOM SETUP

A small table and screen is provided. The room is typically set up with rounds of 6, crescent style. Other setup requests need to be noted in the CFP submission.



## CO-PRESENTERS

Co-Presenters must be identified at the time of submission only and must register at least 60 days before the event. No co-presenters will be allowed after your CFP is submitted. *There is a maximum of one co-presenter allowed.*

## VIDEOS

We encourage you to provide a link to a video of you speaking either by inserting a link in the space provided on the online proposal or uploading a video to our [CFP Video Upload](#) location. Please note if it has been uploaded in the question on the CFP submission. Please include your name as part of the file name.

Once chosen we ask that you provide a 1-2 minute video that talks specifically about what attendees will take away from your session. The video, which will be posted on the Summit page, will make it easier for attendees to decide their sessions, which happens at the time of registration.

## ALTERNATE SPEAKER

We often find we have more valuable proposals than slots available and to ensure we have a quality event, we ask if you would be willing to fill in in case of a last minute cancellation of another presenter. Signifying that you would be considered, if not chosen, to being a backup presenter does **not affect** your chances of being a primary presenter. Your answer is not considered when evaluating the submitted proposals. Alternate presenters could be contacted as late as the week of the Summit if needed.

## HANDOUTS

If you have any handouts they will be posted online to an external file repository, for participants to download and bring to the Summit, approximately 2 weeks prior to the event. You may also reproduce, at your own expense, and bring copies to your sessions.

## HEADSHOTS

Once sessions are chosen we like to announce the Summit and open registration as soon as possible. In order to facilitate this we ask for headshots to be submitted as part of the CFP application process. Headshots (head/shoulders view) should be in jpg file format and be 200 pixels x 200 pixels max. Co-presenters must also be submitted at the time of submission. *Headshots will not be used in the selection of session presenters.*

Please [upload pictures](#) or email to [info@hmatd.org](mailto:info@hmatd.org). Please use your name as part of the filename.  
**Submission is not complete without headshots**



*Please note that sessions at this Summit are not platforms for selling products or services. You can contact our chapter administrator if you wish to learn more about being an exhibitor. If chosen as a session presenter you will be able to purchase exhibitor space at a discounted rate of \$175 until **April 20, 2018.***

## **EXPECTATIONS OF PRESENTERS**

- Meet all deadlines including registering for Summit, arranging for any handouts and making own travel arrangements – see *Information & Deadlines document* that will be sent upon acceptance.
- Reserve and pay for overnight accommodations, if needed, at the presenters' expense.
- Provide electronic copy of handouts or reproduce at presenters' expense, if applicable.
- Arrive on time to the Summit at 8:00am.
- Stay in contact, as needed, with the Presenters Chair.
- Conduct an engaging & informative session.

## **WE WILL PROVIDE PRESENTER/CO-PRESENTER WITH:**

- One complimentary Summit registration.
- One complimentary breakfast and lunch.
- Exhibitor table at presenter rate of \$175, if requested.
- The expected number of attendees the week of the Summit.
- Summary of evaluation comments and ratings from participants.

## SUBMISSION INFORMATION

Deadline to submit: **December 15, 2017**

### Instructions for submitting CFP:

- Electronic proposals are preferred using the [online submission form](#).
- If you have technical difficulties, please contact your IT department for assistance; unfortunately, we cannot provide technical support.
- If you are unable to use the online submission, please contact us – *see below*.

Reminder that a headshot (head/shoulders view, jpg, 200 pixels x 200 pixels max) **is required at time of submission**, including those of any co-presenters you have. Please [upload pictures](#) or email to [info@hmatd.org](mailto:info@hmatd.org). Please use your name as part of the filename.

**Submission is not complete without headshots**

*Please be aware that there is a review process for presenter applications and a number of factors go into the decision process for awarding presenter slots. Not all applicants will be awarded a slot, and selection at past summits does not guarantee future acceptance.*

**You will be notified by January 19, 2018 if your submission has been selected.**

If you have questions about submitting a proposal, please contact Tricia Wendell, Summit Presenter Chair by [email](#) or at **(518) 525-2327**.

If you have questions about the Summit, please contact:

Janet Kimlicko, Hudson-Mohawk ATD Chapter Administrator  
[info@hmatd.org](mailto:info@hmatd.org) or **(518) 594-1661**

Thank you for your interest in supporting the  
HMATD Talent Development Summit!