



“The Art and Mastery of Facilitation: Collaboration in Action”

IAF North America Conference Week 2009
April 20 - 25, 2010
Chicago, Illinois
USA

Workshop Proposal Submission Form

Section I - Proposal Overview and Contact Information

Primary Contact Name: Sheila LeGeros

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Workshop Title: *Meaningful Virtual Collaboration Powered by the Technology of Participation (ToP®)*

Presenter(s) (Names and Organizations)

Virtual ToP® Team, from the ToP® Trainers Network:

- Catherine Tornbom, Interfuse Associates, Tucson, Arizona
- Cheryl Kartes, Kartes & Associates, Minneapolis, Minnesota*
- Danny Mittleman, DePaul University, Chicago, Illinois
- Doug Druckenmiller, Western Illinois University, Davenport, Illinois*
- Ester Mae Cox, Peru, Iowa*
- Eunice Shankland, Denver, Colorado*
- Gordon Harper, ToP Facilitators Northwest, Seattle, Washington
- Irina Fursman, The Brimeyer Group, Inc., Maplewood, Minnesota
- Jerry Mings, The Desk Consulting Group, Inc., Oakville, Ontario*
- Jo Nelson, ICA Associates, Inc., Toronto, Ontario*
- John Epps, Denver, Colorado
- Jon Jenkins, Imaginal Training, Groningen, the Netherlands
- Penny McDaniel, Collaborative Connections, Inc., Denver, Colorado*
- Sheila LeGeros, LeGeros International, Minneapolis, Minnesota*
- Sunny Walker, SunWalker Enterprises, Denver, Colorado*
- Wayne Nelson, ICA Associates, Inc., Toronto, Ontario

This virtual international team was formed in January 2009, at the ToP Trainers Network conference in Denver, and is actively engaged in bringing the Technology of Participation (ToP) into the virtual world. The investment we are making in this IAF course serves as a think tank for developing a public course on ToP virtual facilitation.

Names followed with an asterisk () will be presenters, and their bios appear at the end of this proposal. Other names are on the team and will be contributors to preparing for the class, but will not be actual presenters.*

Workshop Summary Description: as it should appear in the conference online promotion (100 words or less)

Facilitating in the virtual world is challenging because participants experience “virtual blindness”. Standard teleconference technology appeals to a narrow slice of the population, as only 20% of people are auditory learners.

We will explore affordable virtual tools that overcome barriers to virtual teaming, by enabling participants to “see” what each other is thinking. Participants will learn how to:

- Facilitate ToP® consensus workshop, a very visual method, in a virtual environment.
- Design effective virtual divergence and convergence methods.
- Collaborate in virtual large groups and dyads.
- Create virtual flip charts and sticky walls.

Previous ToP® experience not necessary.

Workshop length

- One-Day Training Workshop (April 20 or 21, 2010) offered over 2 separate days
- Two-Day Training Workshop (April 20 and 21, 2010)
- 90-minute Workshop (Will be slotted into the conference dates of April 22 or 23, 2010)
- 180-minute Workshop (Will be slotted into the conference dates of April 22 or 23, 2010)

This program will take place over a period of three weeks, with three component pieces:

1. **Three weeks prior to the IAF Conference:** technology orientation sessions.
2. **Two weeks prior to the IAF Conference:** a one-hour class, Monday through Friday (five classes in total).
3. **The week of the conference (during a free night):** a meeting at the ICA USA office in Chicago for dinner and debrief. This is an optional event, and is not required for participation in the class.

IAF Core Facilitator Competencies and Application

To help Conference participants select sessions to attend, please indicate which of the following IAF Core Facilitator Competencies your workshop addresses (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> A. Create collaborative client relationships outcomes | <input type="checkbox"/> D. Guide group to appropriate and useful |
| <input checked="" type="checkbox"/> B. Plan appropriate group processes | <input checked="" type="checkbox"/> E. Build and maintain professional knowledge |
| <input checked="" type="checkbox"/> C. Create and sustain a participatory environment | <input type="checkbox"/> F. Model positive professional attitude |

Application of the facilitation techniques

When you consider the facilitation technique(s) that will be part of your workshop, please indicate which of the following communities you typically serve when using these technique(s) (check all that apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Government | <input checked="" type="checkbox"/> Community |
| <input checked="" type="checkbox"/> Corporate | <input checked="" type="checkbox"/> Academic |
| <input checked="" type="checkbox"/> Not-for-Profit | Other: <i>All of the above, plus any virtual team</i> |

Level of workshop participant experience

- Beginning / New to the field of facilitation
- Experienced
- Advanced (for those who train or supervise facilitators)
- Appropriate for all levels

Requested minimum # of Participants: 6
participants: 60 people

Requested maximum # of

Note: We have capacity to host four sessions, with a maximum of 15 participants per session. If total registration exceeds 15 people, we will split them into different sessions with a different set of instructors for each session. Each session consists of five one-hour classes, Monday-Friday, in one of the following time slots:

9:00 - 10:00 AM Central time
12:00 - 1:00 PM Central time
4:00 - 5:00 PM Central time
7:00 - 8:00 PM Central time

Section II - Workshop Description

Workshop Objectives / Outcomes:

What are the **learning outcomes** of your workshop? What do you wish to teach/ impart/ share? Having experienced this workshop, what will participants be able to do demonstrate/ understand / write / explain?

1. Participate in a virtual ToP consensus workshop. In the face-to-face world, ToP consensus workshops have a strong visual component and are conducted with a sticky wall, and a wide variety of paper and markers.
2. Learn both divergence and convergence methods that work virtually.
3. Learn about several virtual technologies that make virtual teaming easier.
4. Learn how to create virtual break-out groups.
5. Gain confidence in one's ability to facilitate virtually.

Workshop Support of Conference Theme:

How does this workshop support the Conference Theme of "Collaboration in Action"?

The virtual world is challenging to facilitators because participants experience "virtual blindness" which may lead to disengagement, compromised productivity, and even team dysfunction. When we use standard teleconference tools we appeal to a narrow slice of the population, as 65% of people are visual learners, while only 20% are auditory learners.

We will explore virtual tools that help overcome many barriers to virtual teaming, by enabling participants to "see" what each other is thinking. *When participants can communicate more easily with each other it propels engagement, participation, collaboration and trust.* Participants will learn how to:

- Collaborate in virtual large groups and dyads.
- Facilitate ToP® consensus workshop, a very visual method, in a virtual environment.
- Design effective virtual divergence and convergence methods.
- Employ some effective virtual tools which make a more visual experience.

Previous ToP® experience not necessary.

Detailed Workshop Outline:

Be sure to include the Workshop Title again in your detailed outline, as well as the presenter name(s). Describe the format and flow of the workshop. Describe how the workshop is learning-centered and interactive. (Please enter your Workshop Outline in the box below. It will expand to allow the space that you need.)

Course Name: Meaningful Virtual Collaboration Powered by the Technology of Participation (ToP®)

1. ***Orientation to the Technologies (three weeks prior to the IAF Conference)***
 - a. *Participants will receive an orientation to the technologies that we will be using. If registration is low, orientation will be one-on-one. If registration is high, we may have two or three participants per orientation session.*
 - b. *The goals of the orientation are to:*
 - i. *Ensure the technologies are set-up and running properly on each participant's computer.*
 - ii. *Teach the participant how to perform basic operations.*
 - iii. *Familiarize the participant with our meeting environment.*
 - c. *Participants complete a brief online evaluation of the orientation and the instructor after class.*
2. ***Five Classes, Monday through Friday, Each One-Hour in Length (two weeks prior to the IAF Conference)***
 - a. ***Monday's Class: ToP Consensus Workshop Method Overview***
 - i. *Personal introductions*
 - ii. *Overview of the class objectives, agenda, participation guidelines*
 - iii. *Review basics of the technology*
 - iv. *High level overview of the ToP consensus workshop method*
 - v. *Debrief today's experience with a focused conversation, allowing time for Q&A*
 - vi. *Participants complete a brief online evaluation of the class and the instructors after class*
 - b. ***Tuesday's Class: Set Context & Brainstorm***
 - i. *Set the context for the workshop by introducing the focus question:*
 - **What are tips and clues for facilitating a virtual meeting?**
 - ii. *Short guided visualization and focused conversation to stimulate creativity*

- iii. *Individually brainstorm 8 to 10 answers to the focus question*
- iv. *Break the group into dyads and ask them to compare notes, brainstorm a bit more, and write-up cards (in order to work within our time constraints we are aiming for 35 to 45 cards in total from the whole group)*
- v. *Debrief today's experience with a focused conversation, allowing time for Q&A*
- vi. *Participants complete a brief online evaluation of the class and the instructors after class*

c. *Wednesday's Class: Clustering*

- i. *Set the context for the workshop by reviewing the focus question and explaining how clustering works*
- ii. *Cluster the first round of cards*
- iii. *Cluster the second round of cards*
- iv. *Cluster the third round of cards*
- v. *Debrief today's experience with a focused conversation, allowing time for Q&A*
- vi. *Participants complete a brief online evaluation of the class and the instructors after class*

d. *Thursday's Class: Naming*

- i. *Set the context for the workshop by reviewing the focus question and explaining the importance of naming and how to do it*
- ii. *Name each column, demonstrating several methods for doing so*
- iii. *Debrief with a focused conversation about the experience of the participants in using convergent methods in a virtual setting*
- iv. *Participants complete a brief online evaluation of the class and the instructors after class*

e. *Friday's Class: Resolve*

- i. *Set the context for the workshop by reviewing the focus question and explaining the importance of the resolve and how to do it*
- ii. *Conduct a focused conversation to resolve the ToP consensus workshop*

- iii. *Make a symbol that demonstrates the relationships between the names (such as a higher-level hierarchy that clusters related names together)*
 - iv. *Walk-through and review the key steps of the process we followed during the course of the last five days*
 - v. *Q&A about implementing your own virtual meeting*
 - vi. *Participants complete a brief online evaluation of the class and the instructors after class*
3. ***Face-to-Face Dinner and Debrief in Chicago (the week of the conference, during a free night)***
- a. *This is an optional event, with a small fee to cover the cost of dinner and transportation.*
 - b. *Participants will register via ICA USA's website.*
 - c. *Participants will be transported by bus at 5:15 PM from the conference hotel to the ICA USA office in Chicago for a catered dinner and debrief on the class. The bus will return participants to the hotel at 9:00 PM.*
 - d. *Debrief:*
 - i. *The debrief will be conducted using a face-to-face ToP consensus workshop, which allows participants to compare the virtual and face-to-face applications of the method.*
 - ii. *The focus question of the ToP consensus workshop will be: "What are ways to improve the advance communications and orientation session, the materials, the delivery of the training, and the technologies employed?"*
 - iii. *We will conclude with a focused conversation that compares the participant experience between the virtual and face-to-face ToP consensus workshops.*
 - e. *Rationale for hosting this post-class event:*
 - i. *Bonding during a virtual class can be quite strong, and the group appreciates the opportunity to meet and network face-to-face.*
 - ii. *Both trainers and participants will learn something of value from the debrief session.*

4. *Presenters*

- a. WEEK 1: We will spread the work of the technology orientation sessions amongst the team of instructors, to ensure that participants are well-trained, and no instructor is overburdened.
- b. WEEK 2: We will have two or three instructors per class, depending on class size. The same set of instructors will stay with a class for the entire session. We have the capacity to provide substitute instructors on an as needed basis. In each class there will be one lead instructor who facilitates the meeting, and one or two facilitators responsible for technology and assisting participants. The training teams will rotate roles every class, so that participants will
- c. experience two or three different lead instructors during the five classes.
- d. WEEK 3: Participants will have an opportunity to meet and greet instructors. At least two and possibly four instructors will facilitate the debrief.
- e. We will assign instructors to sessions once we know the approximate number of registrants and have determined how many sessions we will run.
- f. Not all team members will be instructors, yet all team members will play some role in preparation for this course.

5. *Overall Project Coordination and Logistics*

- a. Sheila LeGeros will lead the overall project coordination and is the key contact for IAF.
- b. The team began its work in January 2009 in Denver, and recently convened in Toronto. The team will continue to gather virtually on a regular basis, and plans to hold a face-to-face in meeting Minneapolis in January 2009 during the ToP Trainers Network annual conference, to complete preparation for the course.

Workshop Profile

As you think through your workshop, please enter the percentages below for the four categories of activities listed. Your percentages must total to 100%.

20 % Delivery (such as lecture or presentation, offering instruction or listening to a panel)

10 % Clarification (such as question and answer)

65% Activity / Action (such as small group work, role-play, participants teaching each other, etc.)

5% Individual work (such as reflection, silence, journaling, writing, drawing or reading)

Materials and Takeaways

What will you provide to workshop participants for their 'tool kit'?

A workbook that includes information about the technology we will employ, instructions for implementing the ToP consensus workshop method, tips and clues for facilitating virtual meetings, space for taking notes, and a reference bibliography.

Section III - Workshop Logistics

What are the Audio/Visual needs? What is your preferred room setup? Not applicable.

Audio / Visual Needs

Please describe in detail your **audio-visual** needs (including Internet access).

NOTE: The Conference will provide the following in each room:

- 1 projection screen
- 2 flipchart stands, 2 flipchart pads and markers
- Microphone (as necessary, for larger rooms)
- Note: a limited number of LCD Projectors will be available, please indicate below if you need an LCD projector for your presentation, and we will make every effort to accommodate the request. We will communicate to all presenters in advance of the 2010 Conference the status of available LCD projectors.

(It is expected that the presenter(s) will provide their own PC for the workshop.)

Please check whether you will be using a PC or a Mac for your workshop:

PC Mac

As you describe your A/V needs below, please keep in mind that additional A/V support is available at the expense of the presenter (e.g., internet access, PC for your workshop, LCD projector (If not available as described above.))

<enter your A/V needs here>

We will provide a teleconference bridge.

There may be a cost for technology, and we would like to pass that cost along to participants. We will try to choose free or low-cost technology.

Each participant will need the following to participate:

1. A PC or Mac purchased within the last five years
2. A telephone line to make long-distance calls to the teleconference bridge
3. A computer headset with microphone
4. A broadband internet connection

What is your preferred room set-up?

Banquet tables (seat 8 or 10)

Chairs in a circle or concentric circles / no tables

Classroom-style (Chairs behind rectangular tables in rows)

Theater-style (Chairs facing front - with podium or screen at front, no tables)

Tables in a U-shape

Not applicable

What **other support**, if any, will you need to make your session run smoothly?

We would like to close registration for this class at least one month in advance of the conference.

We will need the email address of each participant so that we may email course materials and instructions, and can schedule technology orientation sessions (which will be conducted three weeks prior to the conference.)

We would like to record the classes for participants who miss a class or want to repeat a class. It would be helpful if we can post a link to the recordings each day on the IAF website.

Special Requirements for Participants

There may be participants in your workshop who have **special requirements**. If so, would you be prepared to contact these participants in advance of the workshop to discuss their specific needs in more detail and if possible to make appropriate adjustments to your workshop design or approach?

Yes

No

Section IV - Workshop Presenter Information

Presenter 1 - Biography for Conference program (100 words or less)

Sheila LeGeros
Sheila LeGeros is an architect of virtual and face-to-face collaboration process, and a Certified ToP® Facilitator. Prior to becoming a facilitator, she spent 20 years in international business, including as general manager for Tennant Company in Japan. Sheila has a strong personal commitment to environmental sustainability, and has facilitated groups using the Technology of Participation® throughout Asia, Latin America, Europe, and North America.

Other background and experience

INSTRUCTOR	PREVIOUS EXPERIENCE PRESENTING AT IAF
Sheila LeGeros	Facilitating Multilingual Groups, 2008

References: For NEW IAF CONFERENCE PRESENTERS ONLY: Please provide two references. Include name, title, organization, phone number and email.

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Presenter 2 - Biography for Conference program (100 words or less)

Cheryl Kartes, CTF, as founder of Kartes & Associates (1987 - present), provides facilitation, training, and graphic facilitation. Specializing in strategic planning, program design, focus groups, collaborative projects, and the human side of teamwork using creative, participatory and experiential methods. Clients include nonprofit, government and business sectors, locally and nationally, including 3M, Medtronic, Target, Andersen Windows, and Goodwill Industries Intl. As a ToP® Mentor trainer, she has trained most of the advanced ToP® courses and has co-developed and trains the Power of Image: Creative Tools for Facilitation, The Power of Image Shift, and Facilitation Graphics courses.

Other background and experience

Cheryl was a co-chair for IAF 2001, and has presented at the IAF in San Jose, Scottsdale, and Atlanta.

Presenter 3 - Biography for Conference program (100 words or less)

Sunny Walker, CPF, CTF, spent 18 years working with the Institute of Cultural Affairs. She joined the Council of Energy Resource Tribes (CERT) as Senior Facilitator in 2006 to expand its capacity to offer participatory decision making as a tool toward more effective development of Tribal economies. Sunny has been a facilitator for many years, serving more than 10 of those overseas. She is a founding member of IAF, and an Assessor in IAF's certification program.

Other background and experience

Sunny co-chaired the first official IAF conference in Denver in 1995, served on the Board for 10 years and was the first (part-time) Executive Director. She has presented at numerous conferences.

Presenter 4 - Biography for Conference program (100 words or less)

Biography: Jo Nelson, CPF, CTF, has lived the concept of providing opportunities for profound group experiences and consensus formation for many years in many different countries. Jo specializes in enabling people with diverse perspectives to communicate effectively. She presently facilitates consensus and conflict resolution processes, and trains facilitators across Canada to work with challenging situations, including both process facilitation and facilitating learning experiences through her role as senior facilitator and trainer with ICA Associates, Inc. She published *Art of Focused Conversation for Schools: Over 100 Ways to Guide Clear Thinking and Promote Learning* in 2001. Jo is a founding member and a past Chair of IAF.

Other background and experience

Experience: Jo Nelson is a senior facilitator with ICA Associates, Inc. specializing in the design and delivery of customized group facilitation processes and facilitation training. She has successfully managed hundreds of projects involving some 50,000 citizens in six nations and is recognized as a highly skilled trainer and group facilitator. Ms. Nelson holds a B.A. degree in education and anthropology from the University of Iowa. Her professional background includes 38 years in facilitating large and small groups, and 21 years focused on process facilitation.. She holds the IAF Certified Professional Facilitator (CPF) designation and the Certified ICA ToP™ Facilitator (CTF). She is also an assessor for the IAF CPF program.

Past IAF Conference Experience:

Washington and Denver - facilitator competencies workshops - 15 participants or so each

Dallas - advanced facilitator training - 35 participants

Tulsa - Working with Social Change - pre-conference workshop - 8 people,

Transformational Change in Tough Times - 6 people

Santa Clara (with Keith and George Packard) - Image Change - 35 people
 Williamsburg and Toronto - Technology of Conciliation - 30 people each
 Minneapolis - co-facilitated Certification session with Nadine Bell - 15 people
 Fort Worth - vocational reflection workshop - 30 people
 Ottawa - storytelling workshop - 25 people
 Phoenix - Facilitating Conciliation - 20 people, Facilitating Wisdom - 50 people
 Tampa - Pre-conference workshop - 4 people
 Baltimore - enjoyed participating in others' sessions!
 Portland - 2 concurrent sessions -Making Great Group Decisions - 30 people, and Preparing Productive Sessions - 20 people
 Atlanta - Building Large Group Consensus - 30 people - using IAF Futures Forum as content
 Vancouver - More than Just a Meeting 2-day session - 2 people, and co-presenter on Facilitation Tools for Project Managers - 20 people and Facilitating with Flair in Aboriginal Communities - 30 people

References: For NEW IAF CONFERENCE PRESENTERS ONLY: Please provide two references. Include name, title, organization, phone number and email.

Presenter 5 - Biography for Conference program (100 words or less)

Penny McDaniel, owner of Collaborative Connections, Inc. and has more than fifteen years of experience as a facilitator and trainer. Her focus is on supporting groups in working together successfully by creating a collaborative environment where they can solve problems, make effective decisions, set goals, build team cohesiveness, and work through conflicts and issues in a positive and productive manner. Penny is a qualified ToP Trainer, has a MPS Degree in Applied Communication with a focus on ADR and is President-Elect for ASTD Rocky Mountain Chapter. She founded the Facilitator's Exchange a professional development group for facilitators in Colorado which is affiliated with IAF and ASTD RMC.

Other background and experience

Penny has presented at several conferences and consistently achieve high ratings.

References: For NEW IAF CONFERENCE PRESENTERS ONLY: Please provide two references. Include name, title, organization, phone number and email.

Ashley Andrus, Owner
 Zoe Training and Consulting
 303-722-1947
Ashley.andrus@zoetraining.com

Sarah McCarthy, Executive Director
 Neighborhood Resource Center of
 Colorado
 303-477-0023
sarah@nrc-neighbor.org

Presenter 6- Biography for Conference Program (100 words or less)

Eunice M. Shankland, Shankland & Associates, is a founding members of IAF. She has more than 30 years of facilitation experience with special emphasis on ToP methods and processes. She has a broad base of facilitation clients that include corporate, not-for-profits, associations, government, small businesses, school systems and communities. She is a Mentor Trainer of ToP and has taught these classes over the years. She has co-chaired IAF Conferences and has served as one of the Chairs of IAF between 2006 - 2009.

Other background and experience

She has developed facilitation training for in-house facilitators over the years and most recently for the Food and Agriculture Organization (FAO) of the UN. She has developed the Professional Facilitation Programme for FAO where currently there are ten IAF certified facilitator-officers in the Agency.

Presenter 7 - Biography for Conference program (100 words or less)

Ester Mae Cox

Ester Mae Cox is a consultant/facilitator for non-profit, government, and business sectors, and works part-time as a trainer for a Des Moines financial group, after “retirement” from a career doing Iowa State University Extension educator work. She co-trains ToP courses in facilitation methods and participatory strategic planning and is a Certified ToP Facilitator.

Other background and experience

INSTRUCTOR

Adult Educator 32 Years Iowa State University Extension - Also: Faculty Northwest Missouri State University, Iowa Western Community College, Briar Cliff University (Sioux City IA)

PREVIOUS EXPERIENCE PRESENTING AT IAF

References: For NEW IAF CONFERENCE PRESENTERS ONLY: Please provide two references. Include name, title, organization, phone number and email.

Deb Burnight

Burnight Facilitated Resources
712-943-1949
DMB1953@aol.com

Terry Bergdall

Institute of Cultural Affairs - USA
(773) 769-6363
tbergdall@ica-usa.org

Presenter 8 - Biography for Conference program (100 words or less)

Dr. Douglas A. Druckenmiller is an Associate Professor in the Department of Information Systems and Decision Sciences at Western Illinois University. His research focuses on development and testing of software to support face-to-face facilitation and virtual teaming and meeting technologies. He has more than 37 years of facilitation and collaboration engineering experience, and has published several journal articles in the area of group decision support and problem formulation in journals such as *Journal of the Association of Information Systems*, *The International Journal of Intelligence, Technology and Planning*, *FUTURES*, and *Journal of Information Systems Education*.

Other background and experience

Doug attended several IAF conferences in Alexandria, Denver, Dallas, Tulsa and Ottawa and Led an IAF think tank in computer supported facilitation in Dallas-Tulsa.

Doug is also the current President of the Board of Directors for ICA-USA

Presenter 9 – Biography for Conference program (100 words or less)

Experience: Jerry Mings is facilitator engaged in working with boards and seniors teams throughout the health industry. He holds extensive experience in working with clients in the topics of facilitated planning, performance indicators and alternative dispute resolution. Jerry holds a B. Mus from Wilfrid Laurier University in Waterloo. His professional work includes over fifteen years working with boards and seniors teams from a wide variety of organizations including hospitals, community agencies and government funding programs. He holds the certified Professional Facilitator (CPF) designation of IAF, the Certified ICA ToP™ Facilitator (CTF) and American Society for Quality Certified Quality Auditor (CQA) and Certified Manager of Quality/ Organizational Excellence(CMQ/OE).

Past IAF Conference Experience

Atlanta 2008 Conference – ToP Group Facilitation Skills (with John Miller)

Vancouver 2009 Conference – ToP Group Facilitation Skills (with John Miller)

Vancouver 2009 Conference – Facilitation Tools for Project Managers (with Jo Nelson)

Section V - Workshop Presenter Commitment

WORKSHOP PRESENTER / CO-PRESENTER COMMITMENT

The IAFNA conference is a peer-to-peer organization and the conference is an exceptional learning opportunity. In the interest of all conference participants and our continued efforts to provide a high quality conference at a reasonable cost, we request your support of the following policy.

- All Workshop Presenters / Co-Presenters will be required to register for the IAFNA 2010 Conference at the discounted Conference Presenter rate when they accept the offer to present at the conference. (*Discounted Conference Presenter registration rate is \$400 for IAFNA 2010 conference. Offers will be communicated by August 14, 2009. Deadline for acceptance of offer to present is September 4, 2009.*)
- All Workshop Presenters / Co-Presenters along with IAF Board Members and CPF Assessors will be required to stay at the selected IAFNA Conference Hotel. (Local residents who commute to the conference daily are exempt from this requirement.)

Please indicate your agreement to support this policy.

Yes, I/we agree to abide by this policy.

PROPOSAL CHECKLIST - Have you completed?

- Section I: Proposal Overview and Contact Information

- Section II: Workshop Description (including your detailed workshop outline)
- Section III: Workshop Logistics
- Section IV: Workshop Presenter Information
- Section V: Workshop Presenter Commitment

NOTE: Completed proposals will move into the review process. *Incomplete proposals will not be considered.*

SUBMISSION INSTRUCTIONS:

- **Proposal submission deadline is June 19, 2009.**
- Please email your workshop proposal in electronic format (Word Doc or PDF file) to iafna2010@advance-group.com

PROPOSAL SELECTION PROCESS:

You will receive a prompt reply acknowledging receipt.

Your proposal will be reviewed by a panel of your peers from the IAF membership. (Please understand that incomplete proposals cannot be considered for selection.)

Criteria for Selection include:

- Does the proposal include a clear, specific, and well-defined description of what the learner will be able to do / understand / write / explain after this workshop?
- Is the proposed workshop grounded in real-life experiences, rather than a purely theoretical approach?
- Does the proposed workshop align with the IAF Core Facilitator Competencies?
- Does the proposed workshop align with and enhance Conference theme?
- Does the proposed workshop effectively blend content with interactive learning?
- Does the proposed workshop seem realistic and achievable in the proposed time?

The results of the Proposal Selection process will be communicated by **August 14, 2009**.