

## Request for Proposals

We'd like to encourage you to share your expertise during a session at the ATD Central Iowa Professional Development Day on **February 3, 2023**. This is a chance to support the development of others through informative sessions that provide networking and the sharing of ideas and best practices.

Our conference theme is "Celebrating our Past, Recognizing the Present, and Planning for the Future: People, Processes, and Performance."

Use this theme to create an engaging presentation that will help others use talent development to make a positive difference in the workplace. Special consideration will be given to program proposals that focus on talent development professionals' learning, rather than topics for general application or sales pitches.

We ask for your presentation to align with the ATD Capability Model: <https://tdcapability.org/#/>

1. Developing Professional Capability
2. Building Personal Capability
3. Impacting Organizational Capability

*Our decision criteria include alignment to theme, alignment to the ATD Capability Model, quality of content for talent development professionals, and presenter qualifications.*



### Proposal Submission Guidelines

*The Chapter greatly appreciates your willingness to volunteer your time and expertise.*

1. Proposal must be submitted using our [online form](#). Please be clear and concise to give the Speakers Committee an accurate picture of your intentions and the value to our members.
2. If submitting more than one proposal, please complete a separate form for each.
3. All Requests for Proposal forms must be received by **October 7, 2022**.
4. Only proposals meeting these guidelines will be included in the review process.

### Session Option – Concurrent In-Person

**Concurrent In-Person Sessions** will be held during several periods throughout the day. Concurrent Sessions are approximately 50 minutes and held in-person at breakout rooms at the conference facility. Expected audience size per session could range from 20-60 people.

A member of the Speakers committee will work with you to finalize your agenda, confirm your designated time and delivery strategies, as well as offer support for planning your session.

### Deadline for Submission is October 7, 2022

Presenters will be notified no later than October 18, 2022

**Proposals can be submitted via [online form](#)**

**If your session is selected, we will request your assistance with the following:**

- Confirm that you will accept our invitation to present, either live in-person or live online.
- Overall program title/description to not exceed 300 words, with a shorter version for promotional materials.
- Small professional headshot of each presenter
- A/V Equipment needs for the in-person session
- Participant materials and tools
- Resource list related to your topic

Again, we thank you for your submission and for your willingness to volunteer your time and energy towards the development of our ATD Central Iowa Chapter members.

Your 2023 ATD PDD Speakers Committee

Dan Topf, Chair [dantopf@mdi-learning.com](mailto:dantopf@mdi-learning.com)

Chandra Chase

Kai Gillespie

Melissa Heikes

Amy Boyce

**NOTE:**

If you are interested in an opportunity for marketing your business, please contact our Sponsorship Committee for more information. Adam Rich, Co-Chair of Sponsors Committee, at [Arich@Athene.com](mailto:Arich@Athene.com).

**Sales and marketing pitches should not be included in the session presentations.**