

## Request for Proposals

We'd love to have you on our agenda for the Central Iowa's Professional Development Day 2024, which is why you're invited to submit a proposal to be a part of Iowa's premier learning event for talent development professionals. This is a chance for you to support the development of others through informative sessions that provide networking and the sharing of ideas and best practices. Read this information carefully so you have the best chance of getting your proposal accepted.

### Key Dates

DATE OF CONFERENCE: **February 2, 2024**

LOCATION: FFA Enrichment Center, DMACC Campus, Ankeny, Iowa

PROPOSALS DUE: October 13, 2023. [Submit your proposal online](#)

SPEAKERS NOTIFIED: October 25, 2023

### Background Information

We're looking for speakers that can help attendees gain insights and develop strategies and skills to power their OWN talent development capability. We will strive to ignite their careers with dynamic workshops, interactive discussions, and hands-on experiences that will empower them to thrive in the ever-evolving landscape of talent development. From emerging technologies to transformative practices and industry insights, put your talents on display and help us make Professional Development Day 2024 the best one yet!

Use this theme to create an engaging presentation that will help others use talent development to make a positive difference in the workplace.

We will have TWO types of sessions: Concurrent and Round Table. See below for details on these formats.

### Topics of Interest and Priority

Our committee will give priority consideration to program proposals (of either type) that focus on talent development professionals' learning, rather than potential L&D program content summaries. Consider sharing your insight and expertise on L&D and Talent Development tasks like these: (Not an exclusive list.)

- Designing instruction, coaching, and performance support (Live Online, Live In-Person, E-Learning, etc.)
- Assessing learning and performance needs
- Leading an L&D Team
- Using emerging technologies (AI, ChatGPT, AR, etc.)
- Optimizing your LMS
- Blending in gamification and storytelling
- Deploying LXPs and xAPI
- Producing video & animation
- Marketing & promoting learning programs
- Facilitating Learning Sessions
- Engaging management in L&D
- Working with Subject Matter Experts
- Leveraging coaching and coaches
- Partnering with L&D suppliers and vendors
- Applying evidence-informed L&D practices
- Planning and budgeting for L&D efforts
- Assessing and evaluating learning programs



We also ask for your presentation to align with the [ATD Capability Model: Developing Professional Capability](#). Share your successes, lessons learned, tips, findings, or program impact. Consider that our members love to learn how you did it and how it turned out.

### **Decision Criteria for Accepting Proposals**

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

### **How to Submit a Proposal**

1. Proposal must be submitted online: <https://atdcentraliowa.wufoo.com/forms/zxfmrgx04rv1gi/>  
Please be clear and concise in giving the Speakers Committee an accurate picture of your intentions and the value to our members.
2. Please indicate if you're proposing a Concurrent Session, a Roundtable Presentation, or both.
3. If submitting more than one proposal of a type, please complete a separate form for each.
4. All proposals are due **October 13, 2023**. (Although you're welcome to submit it early!)
5. Only proposals meeting these guidelines will be included in the review process.

### **Session Option One – Concurrent Session**

**Concurrent Sessions** will be held during several periods throughout the day. Concurrent Sessions are approximately 50 minutes in 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 finalizing your session.

### **Session Option Two – Round Table Presentation**

**Round Table Presentations** will be held during the final period of the day. We'll have three 20-minute rounds. You will repeat your presentation three times. You may choose to do a synopsis of your concurrent session or present something new. You can expect 5-10 people at each of the three 20-minute sessions. A member of the Speakers committee will work with you on finalizing things.

### **Sponsorship Opportunities**

If you are interested in an opportunity to sponsor the event, please contact our Sponsorship Committee for more information. Erlin Kakkanad, Co-Chair of Sponsors Committee, at [Kakkanad.erlin@principal.com](mailto:Kakkanad.erlin@principal.com).

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 2024 ATD PDD Speakers Committee

Dan Topf, Chair [Dan@TopfBusinessLearning.com](mailto:Dan@TopfBusinessLearning.com)

Chandra Chase

Amy Boyce

Melissa Heikes

Kai Gillespie