

## Call for Presentations

2005 Women's Leadership Conference

### *Women Thinking Globally, Leading Locally*

Friday, April 8, 2005

The George Washington University Mount Vernon Campus  
2100 Foxhall Road, NW  
Washington, DC

The Women's Leadership Conference is an annual one-day conference bringing together an intergenerational audience of alumnae, students, and local women to discuss the personal and professional challenges they face. Past conferences have addressed issues such as effective communication and listening skills, negotiating your worth, living the life you want, breaking the glass ceiling, career building and development, being and doing it all, and gaining personal and career opportunities from professional, nonprofit, and social organizations.

The conference seeks to empower attendees with creative strategies and new ideas towards positive change in their lives and in their communities. The program will consist of breakout sessions, a seated lunch, a panel discussion, and keynote speakers. The Steering Committee invites you to respond to the call for presentations for the 2005 Women's Leadership Conference.

#### **Presentations focus on one of the following topics, in the context of the conference theme:**

- Entrepreneurship
- Making a difference (community service, volunteerism)
- Finding the leader within (leadership development skills, training)
- International Awareness

#### **Proposal Requirements**

1. Provide a proposal in electronic format or postmarked by *December 17, 2004*
  - a. Do not send audiotapes, videotapes or additional marketing materials
  - b. Limit the information submitted to the word count shown (where applicable)
2. Provide the following contact information:
  - a. Presenter name and job title
  - b. Company name and address
  - c. Day phone number
  - d. Cell phone number
  - e. Fax number
  - f. E-mail
3. Identify learning outcomes for the proposed session
  - a. Outcomes can be expressed as knowledge acquired, skills gained or attitudes changed. (*For example:* Participants will be able to identify and implement three strategies for dealing with difficult people)

4. Indicate of the type of presentation (i.e. lecture, interactive, etc.) and the technology to be utilized
5. Provide a session description (of no more than 100 words) to be used for any marketing materials
6. Provide a sample of your proposal session handout if available (no more than three pages)
7. Provide a short biography (of no more than 100 words) to be used for any marketing materials
8. If submitting more than one proposal, each request must be sent separately
9. Proposals not meeting these instructions will not be included in the proposal review process

### **Requirements for new presenters**

If you, or your co-presenter(s), have not spoken at the previous Women's Leadership Conferences, on a separate piece of paper, provide two references including the following information:

- a. Name of speaker
- b. Name of conference or group for which you made the presentation
- c. Date and location of your presentation
- d. Title of your presentation
- e. Full contact information for the organization, where the presentation was offered:
  - i. Name
  - ii. Company and address
  - iii. Phone and fax
  - iv. E-mail

*Note: If full reference information is not provided, the proposal will not be considered.*

### **Criteria for Consideration**

1. Does the session offer tangible tools for implementation?
2. Will the participants leave the session with tools, knowledge and/or skills they can apply to their lives?
3. Does the session generate interactive participation?
4. Can the objectives be achieved within allotted time?
5. Has the topic/speaker received strong evaluations in past presentations?
6. Are the references listed available for comment and supportive of the speaker?
7. Does the content "fit" into in the theme of the conference?

### **Selected Speaker Requirements**

Speakers whose proposals are selected are required to:

1. Respond to all submission deadlines set by the Steering Committee for logistical requirements
2. Present education information only and agree not to sell any products or services in the education session

I have read this Call for Presentations form and agree, if my proposal is accepted, to abide by all deadlines, rules and regulations outlined in this application and assigned by the Steering Committee. As a facilitator of a panel presentation, I will ensure that all panelists in this session abide by the same guidelines.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return your submissions via e-mail to: [alumni@gwu.edu](mailto:alumni@gwu.edu)  
or mail to:

2005 Women's Leadership Conference  
GW Office of Alumni Programs  
1925 F Street, NW  
Washington, DC 20052

*Deadline for submission is December 17, 2004*  
No entries will be accepted after this date.

Note: Submission of a proposal is not a guarantee of acceptance.  
The Steering Committee will notify you no later than January 22, 2005  
if your proposal has been selected.