**Call for Presentations**

**AFP COMPASS 2025 - Fundraising Conference**

Delta South Calgary, Calgary, Alberta

May 4 – May 6, 2025

The Association of Fundraising Professionals (AFP) Calgary & Area Chapter invites you to submit a proposal for a concurrent session presentation at its upcoming fundraising conference.

AFP COMPASS will showcase leading speakers and presenters on issues facing our industry and effect positive change in the non-profit sector. By attending AFP COMPASS 2025, attendees will be able to:

* ***improve both leadership and management skills;***
* ***learn and apply new knowledge, skills and resources for improved performance in their organizations;***
* ***exchange lessons learned and network with colleagues from across the country.***

Presentations will be selected by the Conference Education Committee, which is made up of AFP members.

During the review process, the following criteria are taken into consideration:

* the proposal title and description and its timeliness;
* the credentials and exemplification of the speaker;
* the previous ratings of the speaker/session;
* the experience level and sector that the presentation covers;
* whether the speaker is new and/or international;
* whether the speaker is a consultant and if they have a co-presenter/practitioner;
* relevance to conference theme and topics; and
* the need for that specific proposal by our attendees.

**Final presentations will be announced no later than *March 7, 2025.***

**General Submission Requirements**:

**Eligibility for Submitting Proposals:** AFP C0MPASS strives to provide the latest information that will enhance the professional knowledge of members, therefore note:

• Preference will be given to presenters who are AFP Faculty Training Academy/ Master Teacher graduates, ACFRE, CFRE, AFP Members and reciprocal members.

• To bring new ideas and learning opportunities to the members, AFP encourages and welcomes proposals from new presenters.

**Conference Education Topics:** Sessions at the conference are organized by tracks. There are four tracks:

1. Professional Fundraising Skills – *emphasis on the skills or competencies*
2. Fundraising Initiatives – *focus on the methods or how-to*
3. Management and Leadership – *management or strategic leadership responsibilities*
4. Senior Deep Dive – *Blue sky thinking*

We are seeking submissions that address mid to upper-level career levels in the following general areas:

* Inclusiveness in Your Organization
* Building a Philanthropic Culture
* Establishing Your Brand
* Strategic Marketing & Communications for Non-Profits
* Board Engagement
* Organizational Development
* Strategic Planning
* Effective Fund Development for Small Organizations
* Management Trends – Multi generational teams (leading &/or participating)
* Corporate/Foundation Relations
* Public Policy and Government Relations
* Capital Campaigns
* Annual Giving
* Direct Response
* Major Gifts
* Planned Giving
* Sponsorship
* Donor Relations/Stewardship
* Social Enterprise
* Leading and staying one step ahead –What’s new in the industry
* Career Development

**Submission:** Proposals MUST be submitted by email to info@afpcalgary.com

**Presenter Profiles:** If more than one presenter is involved, information about the professional qualifications, experience, evaluations and references must be furnished for ALL presenters included in the submission.

**Partnering:**

* Presenter Panels are encouraged where appropriate. However, panels should be limited to a maximum of four (4) members.
* Experienced presenters are encouraged to partner with individuals who have not made presentations at the conference.
* Consultants are highly encouraged to co-present with practitioner clients, and preference will be given to consultants who include practitioners as co-presenters.

**Conference Registration:**

* Presentations made at the conference are considered contributions to the profession and all related expenses including conference registration, accommodation and transportation are the responsibility of the presenter(s).
* Presenters will be offered a special rate to attend the conference

**Undertaking:** All presenters are required to sign and accept the “Speaker Policies” and “Speaker Guidelines” for Presenters and Moderators, which includes among other requirements, the following undertakings:

* Presenters must agree that their session can be recorded.
* Consultants and commercial products/service providers may not promote their company, products or services as part of their presentations. Any use of proprietary information should have an educational value and be provided free of charge.
* Authors may use and reference their own materials in their presentation. If the whole presentation is based on an author's published book, relevant portions of the text or theories should be made available in original or abridged form as a handout or included on the presentation slides, free of cost.
* If the Presenter is the author of a book, they may sell their book at AFP COMPASS, in accordance with the guidelines set by the Education Committee. The author should discuss this with the AFP Calgary & Area Chapter Executive Director, once they have been notified of a successful application to present.

**Presentation Slides & Handout Materials:** Participants expect to receive handout materials for the presentations. There are two audiences for the conference presentations; those participants who attend the conference session, and those who will read the materials without attending the session, or even attending the conference. Therefore, it is important that information presented on the slides and in handouts is arranged so that it can be understood by someone who is not in attendance. While they will certainly lose the full value of the presentation, they should be able to glean important learnings from the materials.

**Presentation Slides & Handout Materials** *(continued)*

* AFP staff and/or Education Committee members will review the PowerPoint or Keynote slides submitted and may require changes or edits to be made before the materials are posted on the conference website.
* All presentations will be posted on the AFP COMPASS website for 2 weeks post conference.
* Presenters should provide their own laptop; all rooms will have a screen, podium and power.
* You are asked to use the APF COMPASS slide format.
* While reference to a presenter’s services or products may be included if relevant to a presentation, no commercial offers or product/service promotions should be included in the slide presentation or mentioned verbally at the session. This does not include handing out freebies or inviting people to the exhibit booth to obtain more information, or to sign up for prizes.
* References to published books should be limited to their relevant content. Authors may coordinate book signing or sales opportunities by contacting Lorie Abernethy at info@afpcalgary.com by March 1, 2025.

**Presenter Substitutions or Revisions:** Substitution of presenters after the proposal is accepted should be approved by AFP COMPASS Committee. If emergency or time constraints prevent evaluation of a substitute presenter, AFP Calgary & Area reserves the right to cancel the presentation, and/or assign the session timeslot to another available presenter whose approved proposal is on file.

**Presentation Day and Time:** Presentations will be scheduled to allow for balanced educational opportunities on each conference day and while presenter date and time choices will be limited, conference organizers will make every attempt to accommodate presenter’s schedules.

**Proposal Submission Schedule and Important Deadlines:**

* Proposals must be received by 11:59 p.m. MST on **February 21, 2025,** at [info@afpcalgary.com](mailto:info@afpcalgary.com).
* Presenters will be advised about the selection of their proposals by no later than **March 7, 2025**
* **If selected as a Presenter, you must confirm your participation within 10 days of receiving the offer to present**
* Presenters should submit details of audio-visual equipment needs by May 1, 2025.
* Handout materials, including slide presentations, are due no later than **May 1, 2025**

**Application to Present**

**AFP COMPASS 2025 - Fundraising Conference**

Delta Calgary South, Calgary, Alberta: May 4 – May 6, 2025

E-mail completed application to [info@afpcalgary.com](mailto:info@afpcalgary.com) no later than 11:59 pm February 21, 2025 with the S**ubject Line:** Application to Present

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| Applicant Information | | | | | | | | | | |
| **Title of Presentation** | | | |  | | | | | | |
| Does your presentation address topics for mid to upper-level professionals?YES 🞏 NO 🞏 | | | | | | | | | | |
| **Presenter** | | | Last Name |  | | | First Name |  | | |
| Company Name (where applicable) | | |  | | | | Address |  | | |
| City |  | | | | Prov./State AB |  | Postal Code/ZIP | | |  |
| Phone |  | | | | E-mail Address |  | | | | |
| Professional Title | |  | | | | | | | AFP Member? YES 🞏 NO 🞏 | |
| If you are a first time AFP speaker, please provide the name and e-mail for three references. | | | | | | | | | | |
| **Additional Presenter #1** | | | Last Name |  | | | First Name |  | | |
| Company Name (where applicable) | | |  | | | | Address |  | | |
| City |  | | | | Prov./State |  | Postal Code/ZIP | | |  |
| Phone |  | | | | E-mail Address |  | | | | |
| Professional Title | |  | | | | | | | AFP Member? YES 🞏 NO 🞏 | |

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| **Additional Presenter #2** | | | Last Name | |  | | | First Name |  | | |
| Company Name (where applicable) | | |  | | | | | Address |  | | |
| City |  | | | | | Prov./State |  | Postal Code/ZIP | | |  |
| Phone |  | | | | | E-mail Address |  | | | | |
| Professional Title | |  | | | | | | | | AFP Member? Yes 🞏 NO 🞏 | |
| Identify a person to be the Team Leader | | | |  | | | | | | | |

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| Abstract - *Please provide a detailed overview of your submission. Limit 350 words.* |
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| Session Description - *Please provide a concise, compelling description of your session. Please be sure to share appropriate methodologies and measurable results.* |
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| Learning Objectives - *Please provide three learning objectives* |
| **1.** |
| **2.** |
| **3.** |

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| Session attributes & technical requirements - Please check A/V needs for your session. | | | | | | |
| **TECHNICAL:** | Computer | 🞏 | LCD Projector | 🞏 | TV/DVD/VCR | 🞏 |
|  | Overhead Projector | 🞏 | Flipchart(s) | 🞏 | Internet Access | 🞏 |

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| Target Audience – *include experience level of attendees* |
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| Method of facilitation – *briefly describe the method of facilitation you will use for this session* |
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| Previous presentations – *please list previous conferences/workshops where you have presented this session, including date of presentation:* |
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| Biography – *Please include a brief biography of each presenter for your session, you may attach a separate document or complete in the space provided below.* |
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| Disclaimer and Signature | | | | |
| I certify that contents of my presentation are owned by me and/or other members of the presenting team. If the contents are not my original work, then appropriate attribution is made.  I give AFP permission to record my session, reproduce my handouts, post my handouts, or otherwise disseminate the information from my session to conference attendees.  I understand that there may be event photographers present during my session, and I give AFP permission to use any photographs in future promotional materials.  I understand that presenting at **AFP COMPASS 2025** is NOT a platform for product or service sales and that my program will not consist of any sales pitches.  I understand that if selected, I will be given ten days to confirm participation.  I understand handout materials, including slide presentations, are due no later than **April 20, 2024** | | | | |
| Yes, I understand and agree. 🞏 | | No, I would like to discuss this further. 🞏 | | |
| Signature |  | | Date |  |