**PRESENTER INFORMATION**

First Name Last Name

Company Name

Work Address Work Suite

Work City, State & Zip

Work Phone

Work Email

Mobile Phone

**PRESENTER 2 INFORMATION (if applicable)**

First Name Last Name

Company Name

Work Address Work Suite

Work City, State & Zip

Work Phone

Work Email

Mobile Phone

**SUBJECT MATTER – Limit of three [3] from these areas: Label as “1”, “2” and “3”**

*The 2023 National Conference will offer attendees breakout sessions in three tracks from which to choose. They may move among the tracks according to their interests. The tracks are intended to provide attendees with guidance about the level and content found in the sessions. Please select the most appropriate track for your proposed session. The topics below are culled from recent member surveys and are of particular interest to the selection committee but are not exhaustive.*

**TRACK 1: Foundation Administration & Operations**  
  
 Programs  
 Marketing & Communications  
 Social media: Strategy, Email campaigns, appeal letters  
 Diversity, Equity, Inclusion, Accessibility  
 Finances, Legal Issues, Human Resources  
  
 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Track 2: Fundraising & Development**  
  
 Make-and-Take Sessions: Gala, Annual Campaign, etc.  
 Endowments, Capital Campaigns, Annual Fund  
 Outside-the-Box Fundraising Ideas  
 Alumni Relations: Younger/ Multi-generational Engaging on large-scale projects

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Track 3: Growing the Foundation**

Volunteer Foundation Specifics, Survival Skills   
 Strategic planning  
 District Relationships  
 Board Development & Relationships  
 Recruitment, Tips & Tricks, Annual Retreat

Community Partnerships  
 Leadership Development: Leading through difficult times, Time Management

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ABSTRACT**

Provide a ***brief*** [150 words or less] abstract on the subject matter(s) selected. The abstract should include a description, outcome and value to the attendee. If more than one abstract, label as “1”, “2” and “3” to correspond to the subject matter(s).

**BIOGRAPHICAL SKETCH**

Provide a brief (150 words or less) biography (for all presenters) which should include how you are an expert in the selected topic area(s).

**PRESENTATION LENGTH**

All breakout sessions for the National Conference will be 60 minutes in length inclusive of questions.

**FEES & REIMBURSEMENT**

In most cases, speakers are not compensated for their breakout presentations to the NAEF National Conference. Please note here if speakers require any honorarium for their presentation.

Requested fee for the presentation Dollars  
  
Speakers who wish to attend the National Conference beyond the delivery of their session are offered the lowest available registration rate (Early Bird Member rate) to do so.  
  
No travel or accommodation reimbursement is offered.

**NOTIFICATION**

1. Presentations must be educational in nature and not sales oriented.
2. The Committee welcomes panel presentations which can include foundation leaders and industry suppliers/experts.
3. Speakers will be notified of their selection for the National Conference by December 16, 2022. Those not selected for the National Conference may be asked to offer their presentation in a webinar for the membership at a later date.
4. Any misleading or incorrect information may lead to a disqualification of the Request.
5. The final selection decision rests with the Board of Directors or their designated Committee/Executive Director.
6. If approved, the Presenter will be submitted with a Speaker Agreement which will contain all of the Terms & Conditions for the speaking engagement.