

# 2019 Collaborative Conference

## Putting the Unity in Community



### REQUEST FOR WORKSHOP PROPOSALS

Thank you for your interest in submitting a workshop proposal for the 2019 Collaborative Conference, presented in partnership by Alliance for Nonprofit Resources (ANR) and the PA Association of Nonprofit Organizations (PANO). **Deadline for submission is 11:59 p.m. on Friday, April 26, 2019.**

#### About the 2019 Collaborative Conference

September 24 & 25, 2019 • [The Penn Stater](#) Hotel, State College, PA 16803 • [www.collaborativeconference.org](http://www.collaborativeconference.org)  
**Tentative Daily Agenda:** September 24, 10:30 a.m.-6:30 p.m. | September 25, 7:30 a.m.-3:30 p.m.

The Collaborative Conference offers nonprofit professionals from all over Pennsylvania a unique, once-a-year opportunity to connect, network, learn from each other, learn from experts, and together leverage our collective power to create change – not only within the nonprofit sector, but within our larger communities. This year, with our theme of *Putting the Unity in Community*, we are putting our teamwork skills to the test as we unpack what it truly takes to come together for the greater good. As the old adage goes, “If you want to go fast, go alone. If you want to go far, go together.” From bridging divides in the boardroom to facilitating cross-sector partnerships, from engaging in courageous conversations to practicing the art of “letting go”, we’ll break down what it really means to build each other up as we work together for strong, thriving communities in PA.

No matter what collaboration means to you, we hope you’ll come prepared to challenge yourself and others. And we hope participants will leave excited to go far together, rather than go fast alone. To that end, we will offer workshops in these tracks:

1. **Board Development** – Tips, tools, and practice to strengthen boards, board members, and the board-staff partnership
2. **Communications** – Tips, tools, and practice for improved communications plans, storytelling, social media strategy, and more
3. **Leadership Development** – Tips, tools, and practice for staff at all levels of leadership, from interns and front-line staff, to executive directors and board chairs, to optimize performance
4. **Legal Compliance and Ethics** – Practical updates on new or changing industry standards, best practices, and policies relating to collaboration
5. **Power of People** – Identifying, understanding, and creating the conditions for successful relationships – within organizations, between organizations, across sectors, and more
6. **Resource Development** – Collaborative approaches to fundraising and other forms of resource development

The following pages detail what each proposal should include. You may submit online at <https://collaborativeconference.org/2019-conference/workshop-rfp/> or directly to a PANO staff member at the address shared below.

### Three-Part Framework for Workshop Presentations

Each year, presenters are encouraged to use this Three-Part Framework to plan and implement your **75-minute session**, for the purposes of consistency and connecting to the conference theme.

- ⇒ **Why?** To build trust, connections, and relationships between and among conference participants, presenters, exhibitors, and sponsors around the theme of *Putting the Unity in Community*.

**Over the years, we've learned that:**

- *Participants gained more from the conference because we built in intentional times for people to learn from and get to know each other—as opposed to simply listening to presenters.*
- *Asking the right questions can help participants start from positions of strength (what is possible) rather than from positions of weakness (what is wrong). We also found that this greatly increase the energy level in the room.*
- *Looking for common threads and common vision between and within sessions helped to build relationships and trust between participants.*
- *Learning was spurred by promoting a climate of cultural responsiveness.*
- ***Having workshops follow a similar structure assisted in making all of this possible.***

#### **A. PART ONE: Opening Question (First 5-7 Minutes)**

Please open your session by asking participants to turn to each other (pairs/small groups), to introduce themselves and ask one of the following TYPES of questions, edited to fit your session.

- ✓ Tell me about a great partnership you had/have with someone. What made/makes it great?
- ✓ Tell me about the best job you've ever had. What made it better than other jobs?
- ✓ Imagine a flourishing community. What does that look like and feel like?
- ✓ Talk about a successful team you've been part of. What made your team so successful?
- ✓ Think about a time when you were excited to be part of something. What made that experience meaningful to you?
- ✓ Tell me about a time that you had to overcome a barrier; what did you do to move forward?
- ✓ Talk about a time when you've pushed yourself outside of your comfort zone. What was that like and how did you get through that experience?
- ✓ Talk about a time you've done something outside of the "mainstream" – voiced an unpopular opinion, challenged your boss, made an unconventional choice. What did it feel like to "take the road less traveled" and what did you learn from this experience?

**Any question asked should start from a position of strength rather than a position of need.**

- ⇒ **Why?** Because...
- ✓ We want to build intentional times for participants to develop relationships with each other.
  - ✓ We want to tie the topic of your session to an experience in which participants have had to take a step outside their comfort zone.
  - ✓ We want to help participants ask questions that will start conversations from a position of strength so that their energy is focused on what is possible rather than what is wrong.
  - ✓ Energy increases in the room when participants engage in these conversations.

## B. PART TWO: Session Content (60-65 Minutes)

Please ensure that workshop CONTENT answers the following questions:

- ✓ **What do participants already have that they can build on?**

We tend to start from a position of not having enough resources. The challenge to you is to start by helping participants identify what they already know and/or what they already have that they can build on.

- ✓ **What are the resources and knowledge that participants are gaining from this workshop that will help them increase their own or their organization's impact in their community?**

### Examples:

- ✓ If you are talking about an organization's board, the board itself is a group of people that help to enhance their organization's role in the community.
- ✓ If you are talking about a communication plan, the messaging used in that plan may help to increase visibility, which could in turn bring in more financial resources.
- ✓ If you are talking about collaboration, the relationships that are developed within that collaborative can be used to leverage additional contacts and supports—particularly if ALL organizations are working together to meet a common vision or goal.

## C. PART THREE: Ending the Session (5-7 Minutes)

Reflecting on what has been learned.

1. Please allow time for participants to share aloud any "**Aha moments**" they may have had in the session. Another way to ask about this: What is standing out to you right now?
2. Please have participants complete the Evaluation & Reflection Sheet.

## Preparing & Submitting Your Proposal

### A. STEP ONE: Workshop

First, please share the following information about your **workshop** (\*note: all workshops must fit within a 75-minute window and should roughly follow the suggested three-part format shared above):

1. **Workshop Title**
2. **Workshop Track** – Please select which of the tracks above you feel your presentation will best fit. You may select more than one if you feel it is appropriate.
3. **Workshop Description** – Please ensure that this description addresses in some way the overall theme of *Putting the 'Unity' in Community* (in 200 words or less, please).
4. **Learning Goals/Objectives** – You may list in bullet point or paragraph form (200-word limit).
5. **Target Audience** – Experience level, professional category (e.g., board members, leadership, young professionals, front line staff, admin staff, community action staff, etc.).
6. **Audience Size** – Please select your preferred audience size. We will do our best to accommodate your preference:
  - a. No preference
  - b. Small – up to 15 individuals
  - c. Medium – up to 30 individuals
  - d. Large – up to 50 individuals
  - e. Super Size Me – 50+ individuals

7. **Brief Outline of Learning Formats** – May include lecture, discussion, panel, case study, experiential activity, etc. Please ensure opportunities for participant engagement.
8. **Materials** – Please list all materials you plan to use, including PowerPoint, video/audio clips, handouts, etc., and share copies of anything you may already have prepared.
9. **If you are not selected to present a full workshop, are you interested in serving as a panelist for a panel discussion?**     Yes         No
10. **Availability** – Please select your preferred presentation date(s)/time(s):
 

<input type="checkbox"/> No Preference	Tuesday, September 24	Wednesday, September 25
	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Morning
		<input type="checkbox"/> Afternoon

## B. STEP TWO: Presenter(s)

Second, please provide the following information about the **presenter(s)**:

1. **Name(s)** – Please include phonetic spelling so that we know how to pronounce each presenter’s name.
2. **Preferred Pronouns** (He/His; She/Hers; They/Theirs)
3. **Phone Number and Email Address** (for each presenter, if more than one)
4. **Job Title(s)**
5. **Organization(s) or Affiliation(s)**
6. **Website(s)** (if applicable)
7. **Social Media Handles** (if applicable)
8. **Brief Bio(s)** – Written in the third person (100-word limit).
9. **Photo(s)** – May be a traditional head shot or a photo of the speaker delivering a presentation.
10. **How did you learn about this opportunity?**
  - a. Alliance for Nonprofit Resources (ANR)
  - b. PA Association of Nonprofit Organizations (PANO)
  - c. Other company, organization, or individual – please list: \_\_\_\_\_
11. **References (optional)** – If possible, please provide one or more of the following:
  - a. The name, email address, phone number, and the relationship to the presenter of someone who can speak to the presenter’s ability.
  - b. Testimonials from previous presentations.
  - c. Video or audio recording of the presenter(s) in action at previous speaking engagement.
  - d. Upcoming opportunities for conference planners to experience the presenter in action.
12. **Other Notes/Comments** – Please share anything else you feel we should know.

## C. STEP THREE: Submission

If you are not submitting electronically at <https://collaborativeconference.org/2019-conference/workshop-rfp/>, please kindly return to:

Christina Spadaro, Director of Learning & Education  
 PANO  
 4801 Lindle Road  
 Harrisburg, PA 17111  
[christina@pano.org](mailto:christina@pano.org) | 717-839-6560

Our conference RFP committee will review your proposal and will notify you by May 31, 2019 whether yours has been selected.