



Request for Presentations (RFP)

Deadline for Submission: April 30, 2019

INTRODUCTION

The Inaugural NEPA Learning Conference, hosted by the Scranton Area Community Foundation's Center for Community Leadership and Nonprofit Excellence in partnership with the Moses Taylor Foundation, will be taking place on Thursday, September 19th and Friday, September 20th at the Hilton Scranton and Conference Center. This conference, which will take place over one and a half days, will be an opportunity for our local nonprofit organizations to receive in-depth training and to network with peers.

The intended outcomes of the conference are to:

- Have local nonprofit organizations participate in extensive learning opportunities to which they may not otherwise have access
- Show the importance of how becoming a learning organization committed to acquiring knowledge can enable an organization to more effectively execute their mission
- Create opportunities for nonprofits to network and collaborate
- Highlight local best practices and success stories over a range of disciplines, each with learning practices at their core

The purpose of this request for presentations is intended to secure local speakers with innovative training opportunities for both days of the conference.

“BECOMING A LEARNING ORGANIZATION”

The theme of the conference is “Becoming a Learning Organization.” *Harvard Business Review* defines a learning organization as “an organization skilled at creating, acquiring, and transferring knowledge, and at modifying its behavior to reflect new knowledge and insights.” More simply, it means that a nonprofit organization which devotes itself to learning makes a commitment to reflect on and evaluate its practices - ensuring continued organizational impact, success, and sustainability.

While learning and evaluation is at the core of the NEPA Learning Conference, a variety of training topics and presentations of best practices are encouraged. ***Though all of the sessions may not deal explicitly with learning and evaluation, our intent is to have these ideas infused into each aspect of the conference, including breakout sessions.*** For instance, if a session is on fundraising best practices, presenters will be expected to also review how an organization should reflect, evaluate, and learn from their fundraising efforts.

Those interested in submitting RFPs are expected to describe how he or she intends to integrate learning and evaluation into their session presentation.

WORKSHOPS AND PRESENTERS

Day 1 – 8:00 a.m. to 4:30 p.m.:

There will be two (2) breakout session time periods, and there will be approximately four (4) sessions during each time period, for a total opportunity of about eight (8) breakout sessions on day 1. Each session during those time periods will run for 1 hour and 15 minutes, including time for Q&A, if applicable. The morning breakout session will run from approximately 10:00 a.m. to 11:30 a.m. The afternoon breakout sessions will run from approximately 1:45 p.m. to 3:15 p.m. In addition to the two breakout session timeframes, there will be breakfast, lunch, and afternoon plenary sessions. Topics during these breakout sessions can include best practices in a variety of areas, such as, but not limited to:

- Fundraising and Development
- Marketing and Public Relations
- Gift Planning
- Staff Development
- Building Leadership Skills
- Planning for Effectiveness
 - Strategic Planning
- Business Planning
- Succession Planning
- Collaboration
- Board Development & Governance
- Mission-Based Management
- Sustainability
- Diversity, Equity, & Inclusion
- Fundraising Workflow
- Storytelling to Strengthen your Message
- Volunteer Management

Day 2 – 8:00 a.m. to 1:30 p.m.:

This day will focus on four (4) tracks: Executive, Board Member, Funder, and Future Leaders. There will be two (2) breakout session time periods for each track, so there will be a total opportunity of eight (8) breakout sessions on day 2. Each session will run 1 hour, and this would include time for Q&A, if applicable. Topics should be geared to one of these 4 attendee tracks.

Lastly, there will be an opportunity for brief (10-minute), dynamic presentations during our lunch plenary. The presentation style should be similar to PechaKucha™ or TED Talks™. There will be an opportunity for 4-5 of these presentations.

PRESENTER INFORMATION

- Presenter Name(s)**
- Employer(s) or Affiliation(s)**
- Presenter(s) Bio**
- Mailing Address**
- Phone Number**
- E-mail**

PRESENTATION INFORMATION

- Session Title** – *Please ensure it is descriptive, but not too long*
- Session Topic** - *Please consider the topics or tracks listed above*
- Session Type** - *Interactive Presentation, Formal Presentation, Group Discussion, Panel Discussion, "TED" Style Talk with Discussion, or Other (with description)*
- Session Description** - *Please take this opportunity to be as detailed as possible*
- Learning Expectations** - *Provide 3-4 key lessons attendees will learn from this session*
- Description of Learning and Evaluation Integration** - *As described above*
- Room and Equipment Needs** - *i.e. Projector, Table Arrangement, Podium, etc.*
- Target Audience** - *Beginner (1-3 years), Intermediate (4-7 years), Advanced (8+ years)*
- Preferred Day and Time of Presentation**

All submissions must be received by April 30, 2019