**2019 FIA TAS Fundraising Forum Speaker Submission**

**Thank you for your interest in presenting at the 2019 FIA TAS Fundraising Forum.**

This will be FIA TAS’s first Fundraising Forum and will provide an opportunity to explore and examine the present and future direction of our great sector. The program is designed to ensure that fundraisers get exposure to both core and up-to-date fundraising techniques, trends and ideas.

Submissions are sought for cutting-edge, evidence-based, case-study presentations to be held in the forum program. Presentations should challenge views and open attendees to new ideas.

**Please ensure you read the following information carefully before completing your submission.**

Submissions will be reviewed by the 2019 FIA TAS committee. During the review process, the committee will consider the following:

* The proposed topic and its current relevance to the profession. We are looking for new topics and trends as well as traditional fundraising topics.
* Whether the topic and presentation compliments or competes with other presentations being considered for the program.
* The credentials and speaking experience of the speaker/s.
* If the speaker/s has presented at a past FIA event the ratings and feedback they received may be considered.

**Speaker entitlements**

* Presentations made at the FIA TAS Forum are considered contributions to the profession, however consideration will be given to covering flight and accommodation expenses. Complimentary registration will be provided.

**Speaker requirements**

* We aim to have the FIA TAS Forum program as learner-centred as possible and not a promotional opportunity for industry consultants and suppliers. Speakers may not promote their company, products or services as part of their presentations (including running paid events of a similar topic/theme to your presentation within one month before or after the Forum in the Hobart metro area).
* All presentations will be made available to forum delegates. These will be made available online as PDFs acknowledging the author.
* Only the approved FIA TAS Forum slide template shall be used for the presentation. This will be provided to presenters in advance.
* All speakers must be [FIA Code compliant](https://fia.org.au/fiacode/).

Please answer the questions below:

***Presenter/s***

1. Contact details for each of the presenter/s (list all if there is more than one).

*First name:*

*Last name:*

*eMail:*

*Job title:*

*Organisation:*

*Postal address:*

*Work phone number:*

*Mobile number:*

1. Provide professional biography for each of the speakers. Please focus on what qualifies them to speak at this Forum on the chosen topic. This may be used in Forum promotion. (150 words)
2. Do the presenter/s have experience as a presenter?

*YES / NO*

1. If yes, please list the name of the event(s) that they have presented at previously and the organising body. (e.g. FIA National Conference, 2019 Melbourne)

***Forum presentations***

1. Title of the presentation.
2. Format and duration preference. Sessions are generally 1 hour in length.
3. Target audience (highlight **ALL** that apply)

* Senior Management
* Small Organisations
* General (all fundraisers)
* New to fundraising (less than two years experience)
* Intermediate (two – seven years experience)
* Advanced (more than seven years experience)
* Specific (more than two years experience in a specific field of fundraising)

1. Provide a description of your presentation. This may be used in forum promotion. (150 words)
2. Please list up to three key learning outcomes from your presentation. (Dot points)
3. Are you happy to be part of a facilitated group presentation, where other speakers may address the topic in the same presentation?

*YES / NO*

**Speaker Presentation Agreement and Permission Form**

Thank you for offering your expertise and time to present at the 2019 FIA TAS Fundraising Forum. **As part of your speaker submission, this contract must be signed before your expression of interest will be considered for inclusion in the 2019 Forum program.**

1. We aim for the Forum program to be as learner-centred as possible and not a promotional opportunity for industry suppliers (including running paid events of a similar topic/theme to your presentation within one month before or after the Forum in the Hobart metro area). Your organisation or company logo and website address may appear on the first and last slide of the session ***only***. A PowerPoint template will be provided by FIA which we require you to use.
2. All PowerPoint presentations are to be made available to conference delegates. These will be made available online as PDFs acknowledging you as the author. Presentations will be collected at the conference to ensure the latest version is provided to delegates.
3. All presentations must be submitted in PowerPoint. If you wish to use a presentation in any other format you must speak to FIA prior to **09 September 2019** for approval.
4. Speakers must adhere to the [**FIA Code**](https://fia.org.au/wp-content/uploads/2018/12/CodeFINAL-2018.6.28-GR.pdf) which can be found at fia.org.au or we can email you a copy.
5. If you are invited to speak at the Forum your registration is complimentary.
6. All speakers are expected to complete the Speaker Presentation Details form, whether they are attending the full day of the Forum or only their session. For those who do not complete the form, please note FIA will assume that you have no special dietary or physical requirements. We will also assume that you are happy for your contact information to be made available to sponsors, exhibitors and other delegates.
7. If for some reason you are unable to present your session please let FIA know immediately.
8. If you are invited to speak at the Forum, all speaker information, including a 50-100 word session overview and 50 word bio and print quality photo (at least 1MB), **must be finalised with FIA by 26 July 2019** for inclusion in the program. Overviews and bios above the specified word count may be cut back by FIA, as required.
9. **Handouts and speaker notes/presentation:** we discourage conference speakers from providing handouts for environmental reasons. *Any handouts you require for your session is at your own cost.*
10. Any products or helping aids required for your session is at your own organisation and cost. This material must be approved by FIA. Please note, the venue may charge for bringing outside food onsite. Should a charge be incurred by FIA without our prior consent, the speaker will be invoiced for said amount.
11. You acknowledge and consent to photographs and recordings being taken of you and your presentation during your participation. You acknowledge that the photographs and recordings are owned by FIA and that FIA may use the photographs for promotional or other purposes without your further consent being obtained.
12. If not attending for the full day, you are required to arrive at the venue at least one (1) hour prior to the beginning of your session in order to check your presentation works and is accurate.
13. All rooms will be equipped with a computer, data projector, lectern and microphones. If you require any other equipment (e.g. lapel mic, DVD, internet), please advise FIA prior to **09 September 2019**. Any requests made after this date will not be accepted. Please note presentations from a Mac laptop are not supported by the venue. If you wish to use your Mac please ensure you provide appropriate cables.

**SIGNATURE FULL NAME DATE**

If you have any questions, please contact Michelle Folder on 0402 837 947 or email mfolder@hobartcitymission.org.au

Submissions close COB 10 June 2019.

Presenters will be notified by 24 June 2019.

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