

# NSO 2020 Winter Advocacy Retreat (WAR) Request for Proposals (RFP)

Thank you for your interest in presenting/training at the 2020 NSO Winter Advocacy Retreat, January 16-18, 2020 at the Hyatt Regency, Sarasota, Florida

This is an opportunity to share your knowledge with your NSO brothers and sisters and cousins. Please remember sessions need to be appropriate for all NSO members and should be focused on NSO affiliates, members, and their needs.

Please complete the following form and return it to Catherine Alexander at [nsowar@nationalstaff.org](mailto:nsowar@nationalstaff.org) no later than Friday, July 26, 2019. The entire form must be complete to be considered. Incomplete forms may result in your RFP not being considered.

NSO will pay for up to two (2) presenters per session. \*\* Sessions are 2.5 hours in length and can be presented as half-day (2.5 hours), full day (5-hours) or 2-day (10 hours total) sessions.

## Presenter Information Form

### PRESENTER SUBMITTING PROPOSAL

Name \_\_\_\_\_

NSO Affiliate: \_\_\_\_\_

Telephone: Work ( ) \_\_\_\_\_ Home or Cell ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Personal E-Mail Address:

### CO-PRESENTER

Name: \_\_\_\_\_

NSO Affiliate: \_\_\_\_\_

Telephone: Work ( ) \_\_\_\_\_ Home or Cell ( ) \_\_\_\_\_

Mailing address: \_\_\_\_\_

Personal E-Mail Address:

# **Presentation Requirements**

**Title of Presentation:** \_\_\_\_\_

(Please think about an enticing title for your presentation. Conference participants tend to select sessions that have interesting titles and descriptions. Thanks!)

Please provide a descriptor to be included in the conference brochure (NSO reserves the right to modify the descriptor).

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Describe how the knowledge and skills in your presentation will benefit NSO affiliates and /or individual NSO members?

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**I/We are willing to present this session:**  **2**  **3**  **4** times at the Retreat (*please put an X*)

**Presentation Length** – Indicate the number of hours you need for your training session:

2.5 hours       5 hours(full-day)       10 hours (over two days)

**Are there any reasons you are unable to present on either Thursday, Friday, or Saturday?**

If yes, please specify \_\_\_\_\_

What is the maximum number of participants with which you can work effectively? \_\_\_\_\_

# **NSO WAR 2020 Facilities/AV Needs**

## ***Meeting Room Set-Up***

Due to facility limitations, we may not be able to meet your needs, although every effort will be made to do so. (Check one)

- Theater (seating without tables)
- Classroom (tables with chairs)
- Rounds (seating all around the table)
- Crescent Rounds (seating on one side of the table facing front)
- Other, please describe: \_\_\_\_\_

## ***Audiovisual Equipment/other needs***

Please indicate what equipment you will need and what you will provide. **NSO does not provide computers or LCD projectors; trainers must bring their own.** The hotel will provide LCD Support Packages, and power.

- Easel/Flipchart # \_\_\_\_\_
- LCD Support Package (table, screen and power only—**Trainers MUST provide their own LCD Projector**)
- DVD and monitor
- Other: \_\_\_\_\_

## ***Other Needs***

Please indicate any other needs you will have for your training session:

### **\*\*\*\*CONFERENCE LODGING AND EXPENSES**

**Once Trainer and Program Sessions are finalized, trainers will be provided information regarding hotel reservations and other associated expenses.**

**Your obligation in submitting this RFP is to commit to at least 5 hours of training time and to hold the conference dates until you are notified your sessions have been definitively scheduled.**