



**reimagining
out-of-school time**

— it takes a village —



A Regional Conference Hosted by Dallas Afterschool

May 4-5, 2023

Communities Foundation of Texas

REQUEST FOR PROPOSALS (RFP)

Conference Workshop Guidelines

Before submitting a proposal, you must agree to the following guidelines:

1. Workshop Session Content & Scheduling

- a. All workshops are non-commercial and may not be used as promotional opportunities. Presenter(s) will not solicit any business or promote products or services during the workshop sessions.
- b. Any changes made to workshop titles, descriptions, or presenters made after RFP submission will be subject to additional review.

2. Workshop Materials & Supplies

- a. All requested materials must be submitted to Dallas Afterschool by the mandatory deadline.
- b. Presenter materials may include handouts, PowerPoints, fliers, resources, or additional supplemental learning materials for conference attendees.
- c. If you have handouts or other materials, you agree to provide enough for the capacity of the workshop room.

3. Communication

- a. The Conference recognizes one main presenter or point of contact for each workshop for communication and registration purposes.
- b. The Dallas Afterschool Conference Leadership Team must be able to communicate directly with the main presenter.
- c. It is the sole responsibility of the main presenter to communicate any pertinent workshop information and/or conference updates directly to co-presenters, guest speakers, and/or panel members.



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Conference Workshop Guidelines - CONTINUED

4. Audio/Visual Equipment
 - a. All presenters are solely responsible for providing their own laptops and necessary adaptors.
 - b. All presenters will be provided with a projector, flip chart & markers as well as an A/V Support Package. Any additional A/V equipment will be the responsibility of the presenter.
5. Conference Related Costs
 - a. All presenters and any additional agency attendees must pay the respective conference registration rate by the registration deadline. If presenters are not registered by the online registration deadline, they are responsible for registering on-site and paying on-site fees.
 - b. All presenters, co-presenters, guest speakers, and panel members are responsible for paying their own travel, lodging, materials, and other conference-related costs.
 - c. By submitting an RFP, I acknowledge that I have adequate funding in my budget to attend this conference.



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OFFICIAL RFP SUBMISSION FORM

Please submit completed proposals by **December 6, 2022, at 5pm CST.**

Any proposals received after this date will be put on a waiting list.

Priority will be given to proposals that address the conference theme in an innovative, interactive, or creative way. Proposals may address topics in afterschool or summer programming.

Workshop Title:

Workshop Description (limit 200 words):

Workshop Objectives:

Objective One:

Objective Two:

Objective Three:

Workshop Track [Choose one]:

Including yourself, how many presenters will facilitate this workshop [maximum three presenters]?



Main Presenter Name:

Main Presenter Title:

Main Presenter Email:

Main Presenter Gender Pronouns [choose any that apply]:

She/Her/Hers, He/Him/His, They/Them/Theirs, Other

Main Presenter Bio (limit 100 words):

PresenterTwo Name:

Presenter Two Title:

Main Presenter Gender Pronouns [choose any that apply]:

She/Her/Hers, He/Him/His, They/Them/Theirs, Other

Presenter Two Bio (limit 100 words):



Presenter Three Name:

Presenter Three Title:

Presenter Three Gender Pronouns [choose any that apply]:

She/Her/Hers, He/Him/His, They/Them/Theirs, Other

Presenter Three Bio (limit 100 words):

Organization/Agency:

Agency Website:

Address:

City: **State, Zip Code:**

Agency Phone Number:

On-site Cell Phone Number:

Will you require any special accommodations (25 word limit)?

Please Note: *If your workshop proposal is accepted, we will promote your workshop on social media, the conference app, and other marketing materials. We ask that you help us with this by submitting a high-resolution photograph of the main presenter and your organization's logo.*

EMAIL COMPLETED FORM TO: CONFERENCE@DALLASAFTERSCHOOL.ORG