



**Request for Proposal – Presenters
Annual Conference
June 21 -23, 2017**

**CHSI (Centre for Health and Safety Innovation)
Creekbank Road, Mississauga**

PAVRO is a provincial organization that promotes professional standards of excellence in the leadership and administration of volunteers throughout Ontario. It was formed in 1998 as a consolidation of OAVA (Ontario Association of Volunteer Administration) and ODVH (Ontario Directors of Volunteers in Healthcare).

PAVRO sets the bar for excellence in the profession, assisting all people responsible for leading volunteers with the tools, resources and knowledge required to ensure the most engaging volunteer experiences are created for the volunteers of our 300 members.

PAVRO is inviting proposals from speakers/facilitators/presenters for the annual conference “LIVE2017”, being held on June 21 and 22 in Mississauga.

Speaker Opportunities

Educational and professional development opportunities for this event include concurrent sessions on both Day 1 (June 21) and Day 2 (June 22). PAVRO is seeking speakers for both days of the program.

Concurrent Session Schedule (timing is approximate and may change)

Wednesday, June 21

Session 1: 9:30 a.m. – 11:00 a.m.

Session 2: 11:15 a.m – 1:15 p.m.

Session 3: 3:00 p.m. – 4:30 p.m.

Thursday, June 22

Session 1: 10:00 am – 11:30 a.m.

Session 2: 1:30 p.m – 3:00 p.m.

Session 3: 3:15 p.m. – 4:45 p.m.

Speaker Qualifications

PAVRO welcomes proposals from association executives and suppliers, consultants and professional speakers. While your knowledge of the topic area and speaking skills are expected

to be strong, it is not essential that you have previous speaking experience with PAVRO or other organizations within your community of practice. A desire to share your insights and ideas, plus a demonstration of how you will engage the audience and invite interaction will be highly valued.

Topics

The theme of this year's conference is: Honouring the Past, Anticipating the Future: Celebrating 150 Years of Volunteer Leadership in Canada. The educational program will present a range of topics relevant to managing and leading volunteers or volunteer programs and reflect the theme of the conference as much as possible. The purpose of the conference is to provide support and education to both new and experienced professionals in the volunteer and not-for-profit sector. Case studies and interactive presentations are very popular. Please ensure that the material you present and the examples that you use are relevant and applicable to the management of volunteers and volunteer programs.

Suggested topics for conference concurrent sessions include four (4) streams:

- New to the profession (with less than 5 years of experience in the field)
- Organizational development
- Personal development (self-care)
- Senior managers or experienced volunteer engagement leaders

We are specifically looking for sessions on the following topics:

- Basic volunteer program essentials
- Best practices in volunteer recruitment
- Getting the most from volunteer meetings
- How to launch a new program
- When volunteer engagement is only one of your roles
- Developing policies to support your programs
- Project/time management
- Public speaking
- Communications
- Building relationships with difficult people
- Keeping and maintaining the balance in your own life
- How to get the most from networking
- Maximizing your budget
- Keeping volunteer history and archiving your volunteer program
- Managing virtual staff

- Developing a program logic model as part of your business plan
- Boar governance
- Other topics related to the workshop streams
- Boundary Issues
- How to “retire” a volunteer

Speaker Recognition

Invited speakers will be recognized through promotion of the 2017 PAVRO – LIVE 2017 Conference, at the Conference and post-Conference in the PAVRO Website, E- Power line (newsletter) access to the registration list of attendees.

Speaker Fee

A flat fee of \$250.00 which includes design, delivery, handouts and travel will be offered to the presenter per session. Accommodations, if required, will be at the speaker’s expense.

Presentation Requirements

We ask that each presentation include the following:

- Teaching, interactive activity and opportunity(s) for reflection and conversation/sharing with others

Speakers are required to provide an electronic copy of their presentation which will be available on our website, for our conference participants, after the conference for a limited time. Should speakers require handouts, they are responsible for providing them. WIFI is available in the conference center and all conference rooms are fully equipped with AV equipment. You will be required to provide your own laptop and if you plan to use a MAC, your own converter cord.

Next Steps

We invite you to submit a brief proposal via email no longer than two pages in length and should outline the following:

- Brief bio on the speaker(s), including websites and social media if applicable. This should be no longer than **50-75 words** and be suitable for printing in the conference program to promote the event and your session.
- Identify key messages that will be delivered and/or learning objectives
- List the session dates and times (including the session number) in order of preference
- A description of the person who would most benefit from your presentation (i.e. years in the field, skill set, previous experience, or stream, etc.)

Deadline for Proposals: January 6, 2017

Presenters who have been selected will be contacted by February 15, 2017

Please submit proposals electronically or direct any question regarding this RFP to the attention of Kathleen Douglass : zontagirl1@gmail.com

Please indicate PAVRO - LIVE2017 CONFERENCE SPEAKER PROPOSAL in the subject line of the e-mail.

Thank you for your time, consideration, and interest in the PAVRO - LIVE2017