



REQUEST FOR PROPOSALS

We look forward to seeing you on Saturday, September 14, 2019 for our fourth annual Victoria Dabrowski Schmidt '42 Workplace & Professional Development Symposium on Douglass Campus. The theme for the Symposium is " *It's Time.* " We encourage you to incorporate the concepts of courage, character and commitment in your proposal.

* Submit completed proposals to the AADC at aadc.careersymposium@gmail.com

Please note:

- Your proposed workshop must be related to professional or personal development.
- Length of presentation not to exceed 45 minutes.
- The selection committee will not review incomplete proposals so please be sure to include all of the information requested.
- Given the number of workshops slated, we cannot guarantee that all proposals will be selected, but we will do our best to accommodate as many submissions as possible.
- Panels may be created using similar topics.

Please include the following information in your proposal:

- 1. Title of workshop**
- 2. Presenter's name, class year and contact information (email and cell phone number)**
- 3. Presenter's bio, and head shot**
- 4. A brief description of proposed career workshop (50 words maximum) and a one sentence tagline**
- 5. A more detailed description of proposed career workshop (200 characters maximum)**
- 6. The learning objectives and outcomes of the workshop**
- 7. The area of professional development the workshop focuses on**
- 8. How this workshop will engage the audience and meet various learning styles**
- 9. An outline or visual of the presentation (e.g. PowerPoint, videos, etc...)**
- 10. Audio/Video needs**
- 11. How did you learn about the symposium?**

**Note: All descriptions and bios submitted may be used for print and online promotion of the event and may be revised for style or length*

Optional: If you'd like to contribute promotional materials for participant gift bags (e.g. pens, literature, etc...), please list the items in your proposal submission.