

CMF 51st Annual Conference Call for Proposals Submission Form Questions

*Please note this form is provided as a tool to assist you in preparing your session materials for submission. Questions marked with * will be required. You must submit your form online at <https://forms.gle/q1RcvWzcn26p7T5X6>.*

LEAD PRESENTER CONTACT INFORMATION

This individual will be the primary contact for the session during the review, selection and, if applicable, planning process. You will have the opportunity to list additional presenters later in this form. If your session is accepted, at least one person from your session will be required to attend a virtual 30-minute conference orientation.

- 1) First Name*
- 2) Last Name*
- 3) Role/Title*
- 4) Organization*
- 5) Email Address*
- 6) Phone Number*

Co-Presenter Details

Will you have one or more co-presenters? If yes, please list the name, title and organization of each presenter and note whether they are proposed or have confirmed they will present should your session be selected.

SESSION INFORMATION

The suggested title and description of your session will be used in the review process. If selected, conference session titles and descriptions may be revised by the CMF Communications Team. Please note that direct solicitation during sessions or at the conference is not permitted. A limited number of sponsor-led session opportunities are available. If you are a business that offers products or services to Michigan foundations, please check the appropriate box below to indicate your interest in leading a sponsored session.

8) Session Title* (Max character count = 75)

9) Session Description* (Max character count = 1,000)

10) List three planned outcomes for your session, describing the critical takeaways and/or tools for session attendees.* (Max character count = 1,000)

SESSION FORMAT

11) Please select the option that most closely aligns with the format you will use to design your session.

Workshop: Your session will teach participants a new skill or concept through highly interactive activities. Presenters may share some information via lecture format, but the primary session design will engage participants using other learning tools or styles (i.e., facilitated activities, interactive discussion, brainstorming, pair-shares) to deepen their knowledge or gain a new skill. It is anticipated workshops would require a two-hour block (rather than the standard 75-minute session).

Experiential: You will engage participants in a site visit, tour or other immersive activity outside of the conference venue to highlight the work of philanthropy, nonprofits and community leaders in a project or initiative in or near the conference host city. The experience will include takeaway information or resources for other foundations to apply key learnings in their own communities, as well as ample time for questions. CMF staff and event planning partners will work with the session leader to plan key logistics (i.e., transportation). It is anticipated immersive experiences would require at least a two-hour block (rather than the standard 75-minute session).

Multimedia Learning: You will share a video, virtual tour, performance, reading or other multimedia resources intended to engage the audience and elicit a deeper understanding of the topic. There will be an opportunity to have a facilitated discussion to discuss the activity and learning.

Lecture-Style Presentation: One or two presenters with specific expertise on an issue will present on a specified topic. This format is best suited to provide a deep dive on a complex issue such as new data or research. Please allow ample time for questions.

Presentation + Discussion: This format may begin as a lecture featuring one or two presenters with specific expertise but will shift to an interactive format no more than halfway through the session. After presenters share key information, they will facilitate a discussion, seeking comments, insights and questions from attendees. This format allows attendees to learn and share experiences with their peers – providing both learning and networking outcomes.

Panel Dialogue: This session will feature a moderator and 2-3 practitioners and/or subject matter experts on the specified topic. Session developers are encouraged to engage individuals who bring different perspectives such as those who have differing opinions on the issue, or nonprofit professionals and community members who bring varied experiences. It is recommended that no more than four total people be engaged to lead a 75-minute panel dialogue. *CMF will be accepting a limited number of panel-style presentations to ensure a variety of engaging session formats are offered.*

Sponsor-Led Session: If you are a business that offers products or services for Michigan foundations, you have the opportunity to host a dedicated session, such as a user roundtable, demonstration of a new feature or tool, beta-testing experience or focus group. A limited number of such sessions will be offered in the conference learning lineup.

Other: We welcome your idea for an alternative session format that will work best for your intended content, such as a community dialogue or civil discourse debate. Other presentation styles not listed above are welcomed. *Please describe.*

12) Our intent is to schedule these breakout sessions as 75-minute sessions. If that timing works for your session, please skip this question. If you have content that would work best in an extended session, please describe the session length you would request and how you would use this time. *(Max character count = 1,000)*
Please note: The conference agenda is not finalized; the availability of extended sessions is not guaranteed.

SESSION DETAILS

13) In the Session Design section of our Call for Proposals Overview (available on the conference webpage at <https://www.michiganfoundations.org/practice/annual-conference>), we provided an overview of what CMF members have shared they value in Annual Conference programming. How does your proposal align with this vision? * *(Max character count = 1,000)*

14) CMF is committed to keeping equity at the center for all sessions at the conference, encouraging dialogue that gets participants thinking about the future of our sector and the work that must be done. Please share information about the conversations you will have or the questions you may ask/answer about equity during your session. *We encourage you to review [CMF's Strategic Framework](#) when responding to this question.* *(Max character count = 1,000)*

15) Please identify which ONE of the additional strategy pillars below most closely aligns with your session: People, Policy or Practice.* Please see the Call for Proposals Overview (available on the conference webpage at <https://www.michiganfoundations.org/practice/annual-conference>) for example topics in each of these areas.

16) Please include any additional information you feel may be helpful in the review of your proposal.

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