

CMF 52nd 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. Please submit your proposal at:

<https://www.michiganfoundations.org/practice/annual-conference>.

SESSION DESIGNER CONTACT INFORMATION

This individual will be the primary contact for the session during the review, selection and, if applicable, orientation on May 20, 2024, at 1 p.m. Speakers who have not yet been confirmed will be required to view the orientation on-demand.

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

- 7) Session Role (select one):*

If you are supporting the session planning, but you are not serving as a speaker or a moderator/facilitator in the live session, please choose the first option.

- ☐ Session designer/contact only (will have no role in the live session)
- ☐ Session designer + Speaker
- ☐ Session designer + Moderator/Facilitator

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, invited or have confirmed they will present should your session be selected.

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

- 7) Session Role (select one) *

- ☐ Moderator/Facilitator
- ☐ Speaker/Panelist

- 8) Co-Presenter is *

- ☐ Proposed
- ☐ Invited
- ☐ Confirmed

SESSION INFORMATION

The suggested title and description of your session will be used in the review process. If selected, conference session titles and descriptions **will be revised by the CMF Communications Team**.

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

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

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

SESSION FORMAT

1) 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).

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 Presentation: 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 three panelists and a moderator be engaged. *CMF will be accepting a limited number of panel-style presentations to ensure a variety of engaging session formats are offered.*

Interactive Session: This session will center participants, engaging them both as learners and experts. Formats may include (but are not limited to): community dialogue, semi-structured roundtable discussions, civil discourse debate, fishbowl or world café style sessions. Please share relevant information about your session plan in the open text box below.

Other: We welcome your idea for an alternative session format that will work best for your intended content. Other presentation styles not listed above are welcomed.

- 2) As outlined in CMF's conference goals, we strive for our sessions to be interactive and engaging, involving participants in the conversation and providing opportunities for interaction with presenters and their fellow participants. How do you anticipate your session design/format will meet this goal? **(Max character count = 1,000)**
- 3) Our intent is to schedule breakout sessions as 75-minute sessions and workshops as two-hours sessions. Immersive experiences may last 2-4 hours. If the timing works for your session as noted, based on the format you identified above, please skip this question. If your content would work best in an extended session or as a shorter session, please describe the session length you would request and how you would use this time. Please note: The conference agenda is not finalized; the availability of extended sessions is not guaranteed. Describe the session length you would request and how you would use this time. **(Max character count = 1,000)**

SESSION DETAILS

1) 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)**

2) CMF is committed to keeping equity at the center for all sessions at the conference. 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)**

3) 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.

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

You will have the option to upload a supporting document to support your proposal; this is not required.

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