

ASTD

ASTD (American Society of Training and Development) is an international organization widely recognized for providing leadership to individuals, organizations, and communities to strengthen work related competencies and performance. Similarly, the mission of ASTD New Mexico is to promote the education, advancement

and networking of the workplace learning and performance community. We see our Chapter as the statewide resource for workplace learning and performance professionals.



The ASTD NM 2009 Annual Conference Planning Committee invites you to assist in this effort through your expertise, leadership, and influence within the community. You are asked to submit a presentation proposal for the ASTD New Mexico 2009 Annual Conference. For more information, please visit our website at <http://www.astdnm.org>.

Response requested by June 29, 2009

Purpose

ASTD New Mexico is dedicated to offering quality professional development programs and services to its members and others involved in the workplace learning and performance profession. Our focus is to offer conference attendees current trends and best practices, build knowledge and skills, and provide networking opportunities.

This one-day professional development conference sponsored by ASTD NM and supported by our alliance organizations; the International Society of Performance Improvement, NM Chapter, and the NM International Coaches Federation, will convene on **Friday, October 2, 2009** at the **Isleta Resort and Casino**.

Expectations

Workshop presenters will be chosen based on the quality and content of your proposal. As a presenter you will be expected to:

- Recognize that a conference presentation is an opportunity to share information and contribute to the learning and performance community.
- Work closely with conference organizers before the conference to meet all deadlines
- Retain the session content, format, audio/visual needs, and room set-up as originally submitted.
- Not add a co-presenter or change identity or number of presenters without prior approval of conference organizers.

Workshops will be 75-minute breakout sessions around the following topics. Proposals on alternate topics will also be considered.

Education, Training, Development

Presentation Skills
Instructional Design
Career Development
Managing the Learning (HRD) Function
Communicating the Value of Learning

Communication Theories & Models (Overview)

Social Styles
DiSC Model
Myers Briggs
Birkman Method
PACE Palette

Learning Technologies

Practical Solutions to E-Learning - Mobile Learning Solutions, Performance Support Tools, Games and Simulations, Self-Paced eLearning Solutions

Web Conferencing – Citrix Go-to-Meeting; WebEx MeetmeNow; Yugma Professional; Netviewer one2meet; MS Office Live Meeting; DigitalMeeting; DimDim; Adobe Connect; IBM Sametime Unyte Meeting; Elluminate vRoom

Web-Based Technologies - Web 2.0 -- blogs, wiki's, media sharing, podcasts and vidcasts, RSS, and social network software

Organizational Development / Leadership

Manager / Leader focus - Leadership and Management Development, Talent Management, Management Forum: Management Issues and Current Trends in the OD/L industry

Practitioner focus - Evaluation and Assessment, Organizational Transformation and Change Management, Facilitation and Team Building, Strategic Planning and Execution

Theory focus - OD 101, Organization Design, Organizational Culture, Transformational Learning

Audience Description

A majority of the conference participants are full-time training and performance practitioners, training directors, organizational development staff, government trainers, consultants, performance consultants, learning technologists, human resource development managers, and college professors from around the state. The conference audience ranges from novice part-time practitioners to highly experienced full-time professionals. The expected attendance for 2009 is approximately 175. Class sizes will range from 25-35 participants.

Presenter Guidelines

Advertising Goods and Services: ASTD programs are non-commercial forums. ASTD is a professional organization with on-going professional development opportunities for its members. Therefore, the annual conference should not be considered a venue for direct promotion of product, service or monetary gain.

Speakers are welcome to bring a reasonable amount of promotional literature as a passive display, and may distribute business cards upon request. Your name, company affiliation, and experience will be described in our promotional materials and newsletter.

Books: If you have authored a book, CD or some other publication, you, as a presenter are welcome to bring copies and make them available through our on-site conference ASTD NM bookstore. ASTD NM's policy is to offer the book at a discount to attendees and also to retain a minimum of 20% of the proceeds. Please let us help promote your work in this way.

Expenses: ASTD NM's Annual Conference is considered to be a career growth opportunity for all parties involved. Therefore, please keep in mind that we are trying to present the best possible event for the least out-of-pocket expense as possible.

- **Speaker fees:** We look for contributors who are willing to share their expertise without expectation of payment in the spirit of networking and building the learning and performance community across the state.

- Travel expenses: Travel to and from the conference location will be your responsibility. Meals will be provided during the conference only.

Handouts: Handouts will be produced by the Conference Planning Committee upon submission of the speaker's final draft. Speakers' handouts are limited to 20 pages total, black and white only. We will compile all speakers' handouts into a conference packet that will be provided to conference attendees either in printed or electronic format. A final clean first generation copy of the presenter's handout will be due the end of September. Electronic copies of the handout will be accepted if saved as a .doc or .pdf file.

PowerPoint Presentations: ASTDNM will provide all conference attendees a URL from which to download conference PPT files after the conference. All conference presenters must be willing to provide ASTDNM an electronic copy of the PowerPoint presentation for upload to the conference website. Presentations will remain available for conference attendees to download through December 31, 2009.

Audio-Visual Equipment: Every attempt will be made to honor requests for A/V equipment. Please request only items certain to be used (as this is a major expense).

Internet Access: Please indicate this desire in the RFP. Internet access is an added expense for the conference and we understand if you desire this access. Please request only if you absolutely need this access for your presentation.

Proposal Submission

Proposals should be submitted as follows:

1. Complete the attached Proposal Application.
2. Review for completeness and accuracy.
3. Include a biographical summary for yourself and any co-presenter.
4. Send the completed form no later than June 29, 2009.

Submit by email as an MS Word document to opus@unm.edu

Submit by fax to Debbie Howard at (505) 277-1636

Submit by mail to:

Debbie Howard
MSC01 1222
1 University of New Mexico
Albuquerque, NM 87131-0001

5. The Conference Planning Committee will send a confirmation of receipt of this Call for Presentations Form no later than July 10, 2009.

Proposal Review Process

The proposal review and selection will be conducted by the Conference Planning Committee. Presenters will be notified July 24, 2009.

Thank you, we look forward to your presentations!

Raphael Chalvarian
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