



## **Request for Speaker Proposals for the 2010 Massachusetts Conference for Women**

Thank you for your interest in presenting at the Massachusetts Conference for Women held at the Boston Convention and Exhibition Center. We receive hundreds of inquiries from potential speakers every year. In order for the conference team to fairly evaluate all proposals, we ask that you submit the information requested below for review and consideration.

Please note that due to the volume of proposals we receive, we are only able to contact those who are selected to speak. We do not accept proposals for keynote sessions. Please also be aware that because we are a non-profit with limited financial resources, we are unable to provide honorariums to our speakers.

The Conference, to be held on **December 9, 2010**, is a one-day, non-profit, non-partisan event geared towards professional women from MA in all industries and sectors. Your proposed session should be appropriate for a diverse group of attendees from all industries, sectors, and job functions. Sessions will be approximately one hour and session attendance can range from a few hundred to over 1,000.

Each year, we offer exciting new topics in our concurrent sessions. We are always looking for fresh, innovative twists on 'evergreen' topics such as mentoring, career management, communication skills, work-life balance, leadership skills, networking, etc. We also include sessions that are relevant to women's lives outside of work, such as healthy living, financial well-being and community involvement.

**Proposals will be accepted until August 1<sup>st</sup>, 2010 but we encourage you to submit your proposal as early as possible.** Upon submitting a proposal, you will receive an email acknowledgement. If there is a potential opportunity for you to participate as a speaker, you will be contacted by the Conference Program Director for further discussion.

Please email your proposal to Robin Levan, Program Coordinator, at  
[rlevan@conferenceforwomen.org](mailto:rlevan@conferenceforwomen.org)



## **Speaker Submission Guidelines**

Contact Info- Please include your office phone number, cell phone number, and email address.

- I. Full biography and speaker's website (if applicable).
- II. Session proposal- Sessions have two possible formats: a panel discussion or a workshop. Both proposals should include:
  - a. A session title- Remember that this title is a marketing tool to drive interest in and attendance at your session. Make it succinct, relevant and exciting.
  - b. A description- once your title grabs the attention of attendees, you need a brief but informative session description. Your description should speak to what skills or knowledge will be gained by attending.
  - c. List at least three bullet points that the audience can take away from the discussion.

*E.g.:*

### ***Enhancing Executive Presence***

Style gurus would have you believe that “executive presence” is all about the sizzle – your appearance - but a study of women who have made it to the top shows that while their “sizzle” differs, there are elements of substance that are keys to success. In this workshop, you will:

- Identify 3 keys to executive presence.
  - Learn why it's necessary to speak the language of business...and how to do it.
  - Learn what preparatory language is, why it's important and when to use it.
- d. If you are proposing a panel discussion, please be sure that your biographical information clearly indicates how you are a subject matter expert for this topic. You do not need to suggest other panel participants.

III. A link to video of a presentation, if available.

IV. Comments or testimonials from prior speaking engagements.

Thank you again for your interest in the Conference!