

## Call for Sessions – Application Instructions

As we approach the year 2020, what is *your* vision for our field? Where do you aspire to be in your work and what will it require to make that happen? What are the critical conversations that need to happen within the sector in order to see progress? What have you learned that you want to share?

We want Philanthropy Forward to reflect the ways you need to collaborate with peers to address the above questions and more, so we look forward to your submission of a proposal for our conference.

Need some inspiration? Think about...

- What have you heard from your peers on a national stage that needs to be shared within our state?
- Who are the emerging or underrepresented voices in community and philanthropy who – through *your* engagement at Philanthropy Forward – can be given an opportunity to be heard?
- How is philanthropy changing? From innovative financing to re-interpreting age-old fund agreements – how are you using philanthropy to address new and emergent challenges?
- What do attendees absolutely need to see in Cincinnati? How can you bring that knowledge to the conference venue or curate an off-site learning opportunity?
- What is the topic around which you most want to connect with peers?

Remember – you have the power to shape Philanthropy Forward '19. We hope you will join us to create one of the most impactful gatherings we've hosted yet to date!

### About Philanthropy Forward

Philanthropy Forward '19 is Ohio's premier convening of philanthropists and those who support them. Over three days we will engage in deep dive learning, hear from boundary-pushing plenary speakers and learn best practices from national experts as well as our peers throughout the state. Attendees at Philanthropy Forward '19 will represent a diversity of job functions and constituencies, all woven together by their common interest in and commitment to philanthropy in the state of Ohio.

### Who Is Eligible?

Philanthropy Ohio members and eligible non-members may submit session proposals (see [Membership Eligibility](#)). Session presenters are not limited to Philanthropy Ohio members or eligible non-members, and content experts and leaders outside the philanthropic sector are welcome and strongly encouraged. However, all proposals must have a Philanthropy Ohio member or eligible non-member serving as the session organizer and as the point of contact for Philanthropy Ohio staff.

### What Are We Looking For?

We are looking for speakers to join us in bringing emerging concepts to the forefront of members' minds and elevating the amazing philanthropic work happening in the field and within our state. We hope Philanthropy Forward '19 will be charting the course for our sector moving forward.

Specifically, we're looking for 60-minute proposals that:

- Highlight member-led work or national models in **breakout session** discussions;

- Develop **immersive learning** opportunities within *or outside of* the conference venue through site visits or experiential learning;
- Share best practices on key **core competency** areas for philanthropic professionals; and
- Engage members in **active workshops** to test out their skills and learnings.

But what if you have another idea that falls into a shorter or longer format? Tell us about it and what time or space you would need to make the concept successful – we welcome these proposals as well!

### The Essentials

- **Location:** [The Westin Cincinnati](#)
- **Dates:** Wednesday, September 25 to Friday, September 27, 2019
- **Process:** The Conference Planning Committee will review all proposals. Philanthropy Ohio staff will reach out with any questions and final decisions.
- **Key Dates:**
  - **Feb 1:** Call for Sessions opens on Philanthropy Ohio website.
  - **March 1:** Proposal submitted as one document to Martha Wood Ohio via email at [mwood@philanthropyohio.org](mailto:mwood@philanthropyohio.org).
  - **Mid-March:** Conference Planning Committee reviews applications. Philanthropy Ohio staff reach out to applicants with questions.
  - **April 5:** Philanthropy Ohio staff notifies presenters of decisions and session time.
- **Session Presenter Costs:**
  - Session organizers and presenters who are **Philanthropy Ohio members** and **eligible non-members** are generally expected to pay for their own travel and accommodations and can register for the full conference at the applicable early-bird rate for members and non-members, respectively. *Members and eligible non-members who are unable to attend the conference will be welcomed to join the meal closest to their presentation time.*
  - Presenters who are not eligible for membership (nonprofit organizations, academic institutions, etc.) invited by members/organizers and selected by the Conference Planning Committee will receive complimentary registration and conference meals on the day of their session. Other costs such as travel and lodging must be covered by session organizers/members, as needed.
- **Session Organizer Responsibilities:**
  - Ensure that presenters are able to attend and present at session.
  - Make any session refinements based on recommendations of Conference Planning Committee and staff.
  - Finalize session format, agenda, audiovisual and room set-up needs, in writing.
  - Provide staff with contact information, bios and photos for each session presenter.
  - Prepare presenters/moderators via conference call(s) with Philanthropy Ohio staff.
  - Identify appropriate supporting materials for conference website (e.g. pre-conference preparation materials, background reading(s) and handouts).
  - Register for and attend Philanthropy Forward '19.

### Ready to Apply?

- Please see the **Call for Sessions Application Form**, available on the “Call for Sessions” tab of our Philanthropy Forward '19 webpage: <https://www.philanthropyohio.org/philanthropyforward>.
- If you are struggling with how to format your session, please review our **Session Format Ideas** document, which may serve to inspire ideas for an interactive, successful session.

Philanthropy Ohio's Programs & Learning Team is here to assist you with any questions you might have related to our Call for Sessions. Please contact John Gest ([jgest@philanthropyohio.org](mailto:jgest@philanthropyohio.org)) or Laura Smith ([lsmith@philanthropyohio.org](mailto:lsmith@philanthropyohio.org)) or call us at 614.224.1344 for assistance.

**Central Ohio Office**  
500 S. Front St., Suite 900  
Columbus, OH 43215

**Northern Ohio Office**  
1111 Superior Ave., Suite 1112  
Cleveland, OH 44114

**Contact**  
614.224.1344  
[philanthropyohio.org](http://philanthropyohio.org)

