

11TH ANNUAL KEY EXECUTIVE LEADERSHIP CONFERENCE

REQUEST FOR PROPOSALS GUIDE

Please use the following information to ensure your proposal to present at the Annual Key Executive Leadership Conference is complete and compelling. This document includes information on required documents, a sample submission and important deadlines. Please review thoroughly before submission.

Proposals are due December 13, 2019.

Request for Proposals Components

- C/V Resume
- Presenter Bio
 - Please limit to 200 words or less
- High Resolution Professional Photo
- Presentation Abstract
 - This should be a brief description of your session, including clearly defined key takeaways and practical tools learned in the session. This will serve as the session description in the program brochure and online marketing to help attendees choose their sessions. Please limit to 200 words or less.
- Presentation Title
 - Short, catchy titles are recommended. Must be 10 words or fewer.
- Presentation Outline
 - A description of what your presentation will entail, including topics, discussions and activities
- Presentation Executive Summary
 - This should provide a more in-depth understanding of your presentation submission for the Conference Committee to review. Please limit to no more than 2 pages.
- Delivery Method: Please indicate how you plan to deliver your presentation. The following list features some of the most common delivery methods from past conferences. If your presentation does not fall into any of these categories, please specify your method and give a brief explanation if appropriate.
- - Facilitated Discussion
 - a dynamic forum designed for active audience participation. A facilitated discussion differs from a panel session in that presenters briefly introduce a subject or topic then actively engage the audience in a lively and emerging exchange of thoughts, ideas, strategies, and perspectives
 - Experiential
 - an interactive session featuring exploration and manipulation of technology, materials, and/or resources. Hands-on sessions encourage audience participation and engagement with concepts, ideas, role plays, and



- implementation strategies to better understand and develop practical application of session content.
- Workshop
 - A longer session (120 minutes and an intermission) featuring a balance of facilitated discussion and experiential sessions, where attendees learn and practice new methods, skills or techniques to expand their professional toolbox. Sessions should leave attendees with an immediate skill they can apply in the workplace.
- Panel
 - an interactive session featuring several presenters who share ideas, viewpoints, and experiences on key topics and issues. Panel sessions are designed to cultivate increased understanding and advance knowledge on a particular subject through the sharing of different perspectives. Questions and comments from the audience are welcome.

Request for Proposals Sample Submission

In the following section you will find a sample submission from the 2019 conference to include a presentation title, abstract, and outline.

Revitalizing the Human Spirit at Work

On average, 75% of people are not living up to their potential at work, and 70% of employees are disengaged. People aren't conscious of the ways their thoughts and feelings prevent their best thinking, negatively impacting relationships, and blocking creative problem-solving. Disengagement and unused potential stifles creativity, teamwork, and resilience, and limits growth and change.

In this presentation, Andrew Bennett uses his Transformation Framework© to teach participants how to create a vibrant workplace where people feel vitally alive, their talents flourish, and they work together to bring out the best in each other. Andrew shares practical steps to create an environment where people are self-aware and able to manage their inner mind game. Participants will learn how to make their organization an incubator of capability, a safe place for overcoming limitations and a place of realized potential.



Session Outline

1. A Tale of Two Cultures – Story about two jobs I had early in my career, one that sucked the life out of me, and one that made it possible to achieve extraordinary results.
2. What is Culture?
 - 2.1. You're Making Us Look Bad – story about the influence of environment on behavior.
 - 2.2. "The influence of the workplace environment on behavior."
3. Influences on Culture – graphic outlining six primary influences on culture.
 - 3.1. Leadership
 - 3.2. Interactions with coworkers
 - 3.3. Communications
 - 3.4. Foundational principles
 - 3.5. Physical environment
 - 3.6. Policies
4. Surviving and Thriving – a comparison of two different orientations.
5. The Transformation Framework – A practical guide to building an inspiring culture.
 - 5.1. Appear – What are you trying to create and how does it make the world a better place?
 - 5.1.1. The Power of Inspiration
 - 5.1.2. The Power of Words
 - 5.2. Disappear – What needs to go away?
 - 5.2.1. The Power of Self-Awareness
 - 5.2.2. The Power of Authenticity
 - 5.3. Restore – What needs to be healed?
 - 5.3.1. The Power of Relationships

