



# Request for Proposals

Deadline Friday, November 10

The 2018 ALOM Spring Educational Conference is an annual educational opportunity for local elected officials, members of local government, authorities and other stakeholders serving Allegheny and other surrounding counties in Pennsylvania. The Spring Educational Conference will be held **April 5-8, 2018 at Seven Springs Mountain Resort**. It is the goal of ALOM to provide the most relevant, timely and educational topics to our attendees possible, and accordingly ALOM is announcing our **request for brief proposals from prospective presenters and speakers.**

Each year, ALOM receives dozens of requests to present, and **submissions are not guaranteed a slot to speak**. Only a limited number of slots are available. Slots will be awarded based totally on the discretion of the ALOM staff and Board of Directors.

## Presentation Expectations:

- The 2018 Spring Educational Conference is April 5-8, 2018
- The length of presentations can vary but is generally between 40-50 minutes. This can include time for questions and answer but is not required to. No additional time for questions and answers is slotted due to scheduling.
- Visual aids are encouraged. Most presenters use Power Point Slides.
- Possible speaking slots can include main or concurrent sessions, on either Friday or Saturday April 6 or April 7.
- It is possible for multiple presenters to share a slot/presentation, and panels are common.
- As a result of overwhelming demand, prospective presenters are encouraged to submit proposals that explore topics that may be new or unique to ALOM stakeholders.

## Other Important Info:

- If chosen to present, ALOM reserves the right to slot speakers together into panel discussions where it is deemed most appropriate.
- ALOM staff and Board of Directors will schedule presentations entirely based on our discretion with the goal to create the most informative conference possible for our constituents.
- At the discretion of the ALOM staff and Board of Directors, Speakers may be responsible for their own food and lodging during their stay at the Spring Educational Conference.

## Proposal Requirements:

- **All submissions are due by Friday, November 10** and those awarded presentation slots will be notified by mid-late February 2018.
- Proposals should be no longer than 1 single-spaced page in length and should include the following information:
  - Name of Company or Organization, Individual name and Contact information
  - Website link, preferably to a page with an organizational description
  - Brief narrative describing proposed educational session
  - Name or names of proposed speakers with their credentials and qualifications
- All submissions must be received via email to [jason@alleghenyleague.org](mailto:jason@alleghenyleague.org)