



Request for Proposals

Deadline Friday, November 3

The 2024 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 4-7, 2024 at Seven Springs Mountain Resort**. It is the goal of ALOM to provide the most relevant, diverse and educational topics to our attendees as possible, and accordingly ALOM is announcing **our request for brief proposals from prospective presenters and speakers.**

In past years, **proposal submissions greatly exceeded the available presenting time slots**. Therefore, please note that **those submitting proposals are not guaranteed a slot to speak**. Only a limited number of slots are available and must be scheduled around other conference events. Slots will be awarded totally at the discretion of the ALOM Board of Directors and staff.

Presentation Expectations:

- The 2024 Spring Educational Conference will be held **April 4-7 at Seven Springs Mountain Resort**. Most sessions are held Friday, April 5 and Saturday, April 6. Available slots include main or concurrent sessions.
- The length of presentations can vary but is generally between 40-50 minutes. This can include time for questions and answers, but Q&A is not required. No additional time for questions and answers is slotted due to scheduling.
- Visual aids are encouraged. Most presenters use Power Point slides.
- 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 unique to ALOM stakeholders or that overlap with current events. **Dynamic and relevant presentations that capture the attendance of a broad group of municipal stakeholders are of particular interest.**
- When crafting a RFP response, please be mindful that the purpose of the program sessions should be to provide education and expertise in a particular subject area, rather than to market a company's particular services or products.

Other Important Info:

- If chosen to present, ALOM reserves the right to slot speakers together into panel discussions where it is deemed most appropriate. Requests to be slotted on specific days/times are unlikely to be fulfilled due to scheduling priorities.
- ALOM staff and Board of Directors will schedule presentations entirely based on our discretion with the goal of creating the most informative conference possible for our constituents.
- Speakers will be responsible for their own food and lodging during their stay at the Spring Educational Conference, as well as any relevant conference registration fees.

Proposal Requirements:

- **All submissions are due by Friday, November 3** and those awarded presentation slots will be notified by late February 2024. We ask that those who submit please be mindful of the tremendous demand and the time-consuming nature of selecting and slotting the best possible presentations for our constituents.
- 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 submitted via email to info@alleghenyleague.org no later than November 3, 2023.