



## **Request for Speaker Proposal (RFP) Concurrent Sessions/Learning Labs**

2020 SITE Annual Conference  
June 15-17, 2020  
JW Marriott New Orleans  
New Orleans, LA

### **Proposals due November 21, 2019**

#### **Send to:**

SITE VP of Conference: Brandon Huff, [HUFFB5@nationwide.com](mailto:HUFFB5@nationwide.com)  
and SITE Executive Director: Jillian Heddaeus, [jillian@executiveoffice.org](mailto:jillian@executiveoffice.org)

SITE's Conference Committee invites you to submit a proposal to present at the 2020 Annual Conference in New Orleans, LA. The conference sessions and exhibits are SITE's most significant way to provide professional development and learning opportunities for its members.

SITE is building a program that addresses the personal and professional development needs of insurance trainers and educators at all career levels, including:

- Course instructors
- Instructional design/developers
- Learning leaders
- Niche educators well-versed in training related to technical insurance topics, such as claims training, underwriting training, agent training, etc.

Please keep this in mind as you consider topics for submission. For further information about the SITE conference visit: [SITE Annual Conference](#)

## **Concurrent Session/Learning Lab Speakers**

We offer our members three types of learning sessions during the conference. These include:

- Concurrent Sessions (75 minutes)
- Learning Labs (150 minutes)
- xSITE Talks (15 minutes)

**Concurrent Sessions** – These sessions must include innovative training techniques that address a number of learning styles. (For instance, lecture-only sessions are avoided.) Due to their relatively brief length, these sessions should focus on a single topic or principal theme to provide information and insight. Useful takeaways must be provided to apply learning on the job.

**Learning Labs** – This is a more ‘hands-on’ environment in which participants learn and apply the knowledge they gain through practical exercises led by the instructor. Participants may be given a project to complete individually, with a partner, or in a small group. Instructors or facilitators should circulate through the room to offer advice, suggestions, and conduct interactive activities to help the transfer of learning. Participants may work at their own pace individually or in a group through a variety of activities. Learning labs encourage dialogue and creativity. These sessions provide information, techniques, and insight, and must provide useful takeaways to apply on the job. If any equipment other than a projector and screen is required, the presenter will need to take that equipment to the session. If an internet connection is required, that should be noted in the proposal. The proposal must also specify whether participants will be required to complete any tasks before the session begins.

**xSITE Talks** – Four available sessions will be available during a 1-hour general session segment. These shortened presentations are meant to excite and inspire a new way of thinking and program development.

***Our educational tracks for the 2020 conference include:***

- 1. Learning Technologies**
- 2. Professional Development**
- 3. Instructional Design**
- 4. Roundtable Discussions – Learning Successes and Challenges**
  - a. Sales**
  - b. Claims**
  - c. Underwriting**
  - d. Organization/Leadership**

**To be considered as a 2020 presenter, please provide the following:**

- **Contact information** including mailing address with current phone number and e-mail address. If there will be more than one speaker for the presentation, include contact information for all.
- **Biographical Information** (limited to 200 words) including education, related work experience, and SITE activities. **Include your photo with your biography.** If there is more than one speaker for the presentation, include biographical information (including photos) for all. NOTE: If you are selected as a conference speaker, this information (which may include the photo) will be used in the conference website and program booklet.
- **Photo** – Provide a professional headshot with 300dpi print quality, file format JPG or PNG.
- **Type of Session** – Specify whether you are proposing a learning lab, concurrent session or roundtable facilitator.
- **Educational Track** – Specify which of the four educational tracks listed above best describes your program.
- **Session Description** (limited to 200 words) for inclusion in the conference website and program booklet.
- **Topic Information** – Provide Performance-Based Learning Objectives, an outline, specify how you will engage learners, and give any other information that will help the Program Committee envision your presentation. Indicate the type of session (Concurrent Session or Learning Lab) and which educational track your topic addresses (see above). In addition to your session description, we will use these learning objectives in the website and program.
- **References** – Provide names and contact information for at least two references who are familiar with your presentation style.

**Audio Visual Needs** –We will provide the following equipment when requested: screen, projector, flip chart, and internet connection. We do not furnish personal computers or sound systems. Session rooms are designed to accommodate 30-50 participants and do not require a microphone.

Please indicate your requested equipment:

Yes/No	Item	Qty.
	Screen	
	Projector	
	Internet Access	

	Flip Chart	
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The AV Committee will contact you prior to the conference to confirm your requirements. Note that the projector provided will accommodate an HDMI or traditional VGA cable hookup. If your laptop computer does not have one of these ports, please supply your own adaptor(s).

The Program Committee will select the presentation topics based on the needs of our members. In some cases, you may be contacted to see if you can adjust or adapt some of your ideas to a different format depending on member needs. If your topic is selected, we will contact you to discuss your presentation and answer any questions you have. One month before the conference, you will need to submit any handouts, worksheets, and job aids for the presentation. These will be posted to the SITE website following the conference.

### ***Voluntary Participation***

As a non-profit organization that takes its fiscal responsibility to its members seriously, SITE does not compensate speakers for learning lab or concurrent session presentations. Travel and other expenses related to the presentation are also not reimbursed. On the day of your presentation, you will be provided breakfast and lunch only if you are not participating in any other conference activities that day. Presenters who wish to attend the conference must register for the conference online. If your proposal is accepted, you will be notified by the conference committee.

### ***Policy on Presentations provided by Vendors/Exhibitors***

SITE will consider educational sessions presented by our Solution Provider colleagues. If the products or services of a Solution Provider are involved in the session, they may only be mentioned incidental to the primary educational message of the session. SITE, as a not-for-profit organization, values our members' right to privacy and will monitor the fine line between showcasing new education technology and merchandising. This approach is in keeping with our policy of providing our members with education to solve their training challenges versus access to resources only for sales purposes. Presenters who offer resources or services that may be of interest to attendees must refrain from "pitching" their services during their session, though they are encouraged to participate as exhibitors so attendees can follow up directly with Solution Provider representatives.

Please submit your information and attachments by **November 21, 2019**.

If you have questions, please contact SITE VP of Conference:

Brandon Huff

Phone: 614-880-5859

email: [HUFFB5@nationwide.com](mailto:HUFFB5@nationwide.com)