



*Thank you for your interest in presenting at the Pennsylvania Conference for
Women held in Philadelphia on October 25th.*

We receive hundreds of inquiries from potential speakers every year. In order for the conference team to fairly evaluate all proposals, please ensure you use the guidelines outlined on the next page to create your proposal. **Proposals will be accepted until May 15, 2011 but we encourage you to submit your proposal as early as possible as the development process starts in February.**

Upon submitting a proposal, you will receive an email acknowledgement. If there is a potential opportunity for you to participate as a speaker, you will be contacted by the Conference Program Director for further discussion.

Due to the volume of proposals we receive, we kindly request that you do not reach out to us after you submit your proposal and receive the initial confirmation email. If you are not selected as a speaker for 2011, we will email you by June 15th at the latest to inform you of our decision.

We do not accept proposals for keynote sessions. Additionally, because we are a non-profit with limited financial resources, we are unable to provide honorariums..

The Conference is a one-day, non-profit, non-partisan event geared towards professional women from Pennsylvania. Your proposed session should be appropriate for a diverse group of attendees from all industries, sectors and job functions. Sessions will be approximately one hour in length and attendance can range from a 200 to 1,000+ participants

We are always looking for fresh, innovative twists on 'evergreen' topics such as mentoring, career management, communication skills, work-life balance, leadership skills, networking, entrepreneurship, etc. We also include sessions that are relevant to women's lives outside of work, such as healthy living, financial well-being and community involvement.

Proposals can be sent to Danielle Leshinski, Program Coordinator, at:
dleshinski@conferenceforwomen.org



Speaker Submission Guidelines

Please ensure your proposal includes the following information so that we can fairly review all proposals. If you have questions about the guidelines, please contact Danielle Leshinski at dleshinski@conferenceforwomen.org. Thank you for your interest.

1. Contact Information (*including office phone number, cell phone number, and email address*).

2. Biography

3. Business Website and Links to Blogs, etc.

4. Session Proposal (*please ensure you include details for all bullets listed below*)

- **Session Format** (the Conference offers workshops and panel discussions; please specify which format you are proposing for your session; if you are proposing a panel discussion, please be sure that your biographical information clearly indicates how you are a subject matter expert for this topic; You are not required to recommend other panel participants but welcome input if you have ideas).
- **Session Title** (the title is a marketing tool to drive interest in attendance for your session; please make it succinct, relevant and exciting)
- **Session Description** (this should be a brief and informative description; please be sure to list specific skills or knowledge gained by attending)
- **Session Takeaways** (provide 3-5 bullet points that the audience can take away from the session)

Example Session Description:

Enhancing Executive Presence

Style gurus would have you believe that “executive presence” is all about the sizzle – your appearance - but a study of women who have made it to the top shows that while their “sizzle” differs, there are elements of substance that are keys to success. In this workshop, you will:

- *Identify 3 keys to executive presence.*
- *Learn why it’s necessary to speak the language of business...and how to do it.*
- *Learn what preparatory language is, why it’s important and when to use it.*

5. Prior Speaking Engagements (*please list any speaking engagements you have participated in over the last 18 months*)

6. Links to videos from your presentations or speaking if available

7. References and Testimonials (from past speaking engagements)