



# 2022 Collaborative Conference

## REQUEST FOR WORKSHOP PROPOSALS

Thank you for your interest in submitting a workshop proposal for the 2022 Collaborative Conference, presented in partnership by Alliance for Nonprofit Resources (ANR), the Greater Pittsburgh Nonprofit Partnership (GPNP), the PA Association of Nonprofit Organizations (PANO), and Villanova University.

**Deadline for submission is 5:00 PM on Friday, August 12, 2022. You will be notified of our committee's selection decisions by the week of August 22, 2022.**

### About the 2022 Hybrid Collaborative Conference

**When:** T, W, Th, Weeks of October 17 & 24 • **Where:** T/Th in-person (more details below) | W virtual (via Zoom and Whova) • **Theme:** Building the Plane While Flying It • **More:** <https://www.collaborativeconference.org/>

- **In-Person Regional Meet-Ups** will include 1-2 workshops and will be held:
  - Tuesday, 10/18 (PM) in southeast PA | Thursday, 10/20 (AM) in northeast PA
  - Tuesday, 10/25 (PM) in northwest PA | Thursday, 10/27 (AM) in southwest PA
  - \*Sessions will NOT be livestreamed
- **For virtual sessions:**
  - Speakers will have access to features like breakout rooms, polls, chat, screen-sharing.
  - Speakers should plan to present a live online session (no pre-recorded sessions).
- **For all workshops**, whether in-person or virtual:
  - Except for the "Fast" Track (more info below), each workshop will be 75 minutes long.
  - The more interactive, the better!
  - We highly encourage our friends from historically underrepresented groups to submit a proposal and share your wisdom, insights, and experiences.

### **Theme:** *Building the Plane While Flying It*

If it feels like 2020 and 2021 have been the years of "flying by the seat of your pants", you're not alone! Now, as we slowly emerge from the immediate crisis of COVID, what does it look like to go from flying by the seat of our pants to actively *Building the Plane While Flying It*? How do we push forward with the creativity, agility, and resilience we've honed since early 2020 with a level of intention we haven't had the privilege of exercising in the face of constant pivoting?

No, we're not "out of the COVID woods" yet. No, we are not done contending with systemic injustice, especially when it comes to race. Yes, we are now in the midst of "The Great Resignation" (or is it "[The Great Reprioritization](#)"?). And yes, nonprofit work has required a go-with-the-flow attitude long before COVID ever became part of our everyday vocabulary. But there is something different about this particular moment in time.

The last two years have taught us that we are stronger than we thought – especially when we come together. That we are more innovative than we ever realized – especially when we work together. That we don't need to have all the answers in order to start working toward new solutions – especially when we lean on each other. The last two years have taught us that we *can* build the plane while flying it – this October, let's explore what that means together!

How are you – your team, your organization, your community – building the plane while flying it?





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Submit a proposal for a workshop in one of the following tracks:

1. **Advocacy** – Nonprofits have had to use our collective voice more than ever these last few years. And many learned for the first time that, as a 501c3, they are actually *allowed to* engage in advocacy work! In this track, let's discuss ways to understand the constantly evolving legislative landscape, nimbly position ourselves as change agents, and leverage the force of that collective voice – not only when it comes to lifting up our missions, but also centering voices that have been silenced by centuries of oppression.
2. **Fundraising & Communications** – In the face of unprecedented need created by the pandemic, economic downturn, and civil unrest, people responded with unprecedented levels of giving. This was no accident – we all got creative with both our fundraising and communication efforts, coming up with new ways for new audiences to understand and support our causes. How can we harness this momentum moving forward? How can we continue to look at our fundraising and communications strategies with fresh eyes so that we are positioned for the future instead of settling back into old habits?
3. **The Nonprofit Workplace** – For many, the last few years have called into question everything we thought we knew about our workplaces. From working remotely to internal leadership structure, we've had a unique opportunity to reevaluate and redefine what it will take – in terms of our people, our processes, our physical resources – to move our missions forward. As we co-create our post-COVID world, how can we lead the way on systemic issues like racial justice, pay equity, and so much more? How can we position our organizations and the sector at large for success in the midst of this Great Resignation or Great Reprioritization? And through all this, how can we take care of our most valuable resource – the people we rely on to carry out our mission?
4. **Justice, Equity, Diversity, & Inclusion (JEDI)** – Between the pandemic and the murder of George Floyd in 2020, the past two years seem to have marked a new era in JEDI efforts around the county. Despite a renewed commitment to advancing JEDI in our teams, our organizations, our communities, and our sector, many are feeling stuck, unsure how to move from talk to action. What does it look like to “walk the talk” of JEDI? How do we start building this particular plane, knowing that we may have more questions than answers and that we will make mistakes along the way? What do we need to bridge the “intention gap” between planning and doing?
5. **“Fast” Track** – It's no secret that we've all been living life in the fast lane lately. If you've got a story to tell or an idea to share that will take 45 minutes or less, this is the track for you!
6. **Landing the Plane** – Once we've got our planes in the air and on course, the next step is sticking the landing. For this track, we're looking for facilitators to design activities and lead discussions that will help attendees operationalize what they've learned in each of the other tracks. “Landing the Plane” sessions will be held on Wednesday, 10/26 and will be 30-45 minutes long.
7. **Other** – Got an idea that doesn't fit neatly into one of the categories above? Suggest a new one! We're building this plane while flying it and that means we don't have all the answers.

The following pages detail what each proposal should include. You may submit online at <https://pano.org/2022-collaborative-conference-rfp> or directly to the contact listed below.

## Three-Part Framework for Workshop Presentations

Each year, presenters are encouraged to use this Three-Part Framework to plan and implement your **75-minute session**, for the purposes of consistency and connecting to the conference theme. Please adapt as appropriate for some of our shorter sessions this year.



⇒ **Why?** To build trust, connections, and relationships between and among conference participants, presenters, and sponsors around the theme of *Building the Plane While Flying It*.

**Over the years, we've learned that:**

- ✓ *Participants gained more from the conference because we built in intentional times for people to learn from and get to know each other—as opposed to simply listening to presenters.*
- ✓ *Asking the right questions can help participants start from positions of strength (what is possible) rather than from positions of weakness (what is wrong). We also found that this greatly increase the energy level in the room.*
- ✓ *Looking for common threads and common vision between and within sessions helped to build relationships and trust between participants.*
- ✓ *Learning was spurred by promoting a climate of cultural responsiveness.*
- ✓ *Having workshops follow a similar structure assisted in making all of this possible.*

## A. PART ONE: Opening Question (First 5-7 Minutes)

Please open your session by having participants introduce themselves in small groups and ask each other a question, appropriate for your session. Here are a few examples of what we have in mind:

- ✓ What does “building the plane while flying it” mean to you?
- ✓ What is something you and/or your organization piloted during COVID that you intend to continue doing after seeing positive results? E.g., working from home, walking at lunchtime.
- ✓ If you could change one thing about your organization (or the nonprofit sector as a whole), what would it be and why? What will it take to make that change?
- ✓ Imagine a flourishing community. What does that look like and feel like?
- ✓ Talk about a successful team you’ve been part of. What made your team so successful?
- ✓ Think about a time when you were excited to be part of something. What made that experience meaningful to you?
- ✓ Tell me about a time that you had to overcome a barrier; what did you do to move forward?
- ✓ Talk about a time when you’ve pushed yourself outside of your comfort zone. What was that like and how did you get through that experience?

**Any question asked should start from a position of strength rather than a position of need.**

⇒ **Why?** Because...

- ✓ We want to build intentional times for attendees to develop relationships with each other.
- ✓ We want to tie the topic of your session to an experience in which participants have had to try something new and different, perhaps outside their comfort zone.
- ✓ We want to help participants ask questions that will start conversations from a position of strength so that their energy is focused on what is possible rather than what is wrong.
- ✓ Energy increases in the (virtual) room when participants engage in these conversations.

## B. PART TWO: Session Content (60-65 Minutes)

Please ensure that workshop CONTENT answers the following questions:

- ✓ ***What do participants already have that they can build on?***  
Oftentimes, we are primed to start from a position of not having enough resources, a position of scarcity. The challenge to you is to start by helping participants identify what they already know and/or what they already have that they can build on.
- ✓ ***What are the resources and knowledge that participants are gaining from this workshop that will help them increase their own or their organization’s impact in their community?***

## Examples:

- ✓ If you are talking about an organization's board, the board itself is a group of people that help to enhance their organization's role in the community.
- ✓ If you are talking about a communication plan, the messaging used in that plan may help to increase visibility, which could in turn bring in more financial resources.
- ✓ If you are talking about collaboration, the relationships that are developed within that collaborative can be used to leverage additional contacts and supports—particularly if ALL organizations are working together to meet a common vision or goal.

## C. PART THREE: Ending the Session (5-7 Minutes)

Reflecting on what has been learned.

- ✓ Please allow time for participants to share aloud any “*Aha moments*” they may have had during the session. Another way to ask about this: What is standing out to you right now?
- ✓ Please encourage participants to complete the electronic Evaluation & Reflection Sheet.

## Preparing & Submitting Your Proposal

### A. STEP ONE: Workshop

First, please share the following information about your **workshop** (*\*note: most workshops must fit within a 75-minute window and should roughly follow the three-part format suggested above*):

1. **Workshop Title**
2. **Workshop Track** – Please select which of the tracks above you feel your presentation will best fit. You may select more than one if you feel it is appropriate.
3. **Workshop Description** – Please ensure that this description addresses in some way the overall theme of *Building the Plane While Flying It* (in 200 words or less, please).
4. **Learning Goals/Objectives** – You may list in bullet point or paragraph form (200-word limit).
5. **Target Audience** – Experience level, professional category (e.g., board members, leadership, young professionals, front line staff, admin staff, etc.).
6. **Audience Size** – Please select your preferred audience size. We will do our best to accommodate your preference:
  - a. No preference
  - b. Small – up to 15 individuals
  - c. Medium – up to 30 individuals
  - d. Large – up to 50 individuals
  - e. “Super-Size” – 50+ individuals
7. **Brief Outline of Learning Formats & Participant Engagement** – Virtual workshops will be hosted on Zoom and speakers will have access to features like breakout rooms, polls, and chat. Ideally, workshops hosted in person in one of four locations around the state will involve some story-driven panel discussions. Please share how you plan to deliver your content, including lecture, discussion, panel, case study, experiential activity, etc. Please be specific about how you intend to engage participants in the session (e.g., breakout rooms, Zoom polling, interactive activities, etc.).
8. **Materials** – Please *list* all materials you plan to use, including PowerPoint, video/audio clips, handouts, etc. You do not need to have materials already developed but you may share copies of anything you may already have prepared.
9. **If you are not selected to present a full workshop, are you interested in serving as a panelist for a panel discussion?**  Yes  No



# 2022 Collaborative Conference

10. **Availability** – Please select all presentation date(s)/time(s) you are available for:

No Preference/Any

**T, 10/18 (southeast PA)**

- Morning
- Afternoon

**W, 10/19 (virtual)**

- Morning
- Afternoon

**Th, 10/20 (northeast PA)**

- Morning

**T, 10/25 (northwest PA)**

- Afternoon

**W, 10/26 (virtual)**

- Morning
- Afternoon

**Th, 10/27 (southwest PA)**

- Morning
- Afternoon

## B. STEP TWO: Presenter(s)

Second, please provide the following information about each presenter. If there will be more than one presenter, please be sure each person answers each question. Asterisks (\*) denote required fields:

1. **\*Name(s)** – Please include phonetic spelling so that we can pronounce all names correctly!
2. **\*Preferred Pronouns** (e.g., He/His; She/Hers; They/Theirs)
3. **\*Phone Number and Email Address**
4. **\*Job Title(s)**
5. **\*Organization(s) or Affiliation(s)**
6. **\*Preferred Mailing address**
7. **Website(s)** (if applicable)
8. **Social Media Handles** (if applicable)
9. **\*Brief Bio(s)** – Written in the third person (100-word limit).
10. **\*Photo(s)** – Please ensure the speaker is pictured by him/herself.
11. **\*How did you learn about this opportunity?**
  - a. Alliance for Nonprofit Resources (ANR)
  - b. Greater Pittsburgh Nonprofit Partnership (GPNP)
  - c. PA Association of Nonprofit Organizations (PANO)
  - d. Villanova University
  - e. Other company, organization, or individual – please list: \_\_\_\_\_
12. **\*References** – Please provide one or more of the following:
  - a. The name, email address, phone number, and the relationship to the presenter of someone who can speak to the presenter’s ability.
  - b. Testimonials from previous presentations.
  - c. Video or audio recording of presenter(s) in action at another speaking engagement.
  - d. Upcoming opportunities for conference team to experience the presenter in action.
13. **Other Notes/Comments** – Please share anything else you feel we should know.

## C. STEP THREE: Submission

Submit electronically at <https://pano.org/2022-collaborative-conference-rfp> or email your completed form to Christina Spadaro ([christina@pano.org](mailto:christina@pano.org)) by 5:00 PM on Friday, August 12, 2022.

Questions? Need extra time? Contact Christina ([christina@pano.org](mailto:christina@pano.org) | 717-839-6560) to discuss options!

