

2023 Collaborative Conference | Landing the Plane (*Without Wrecking It*)

REQUEST FOR WORKSHOP PROPOSALS

Thank you for your interest in submitting a workshop proposal for the 2023 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, June 2, 2023. You will be notified of our committee's selection decisions by the end of the week of June 12, 2023.

About the 2023 Collaborative Conference

September 19 & 20, 2023 • [Blair County Convention Center](#), 1 Convention Center Blvd, Altoona, PA 16602 •

Tentative Daily Agenda: September 19, 11:00 AM-6:00 PM | September 20, 8:00 AM-3:30 PM | **75-minute** workshops

It's finally here! The year of the Reunion Special. For the first time since 2019, the annual Collaborative Conference will be hosted in person, bringing together nonprofit professionals to connect, learn, celebrate, and just plain have fun – in the flesh (can you tell we're excited to take this year's event off-screen?!). This year, with our theme of ***Landing the Plane (Without Wrecking It)***, we are taking an honest look at where we've all been these last few years, where we're going, and how to get there as safely as possible – or at least not completely crash and burn along the way! Rather than dance around what many of us seem to be feeling these days, we hope this theme acknowledges (among other things):

- The daily pressures many of us are under – to do more with less, to make change happen overnight, to continue “pivoting”, to not just keep up but get ahead of the curve, etc.
- The many challenges our sector is facing – funding and staffing and planning, OH MY! (and more).
- The very real fear of “messaging up” – that often keeps us from trying new things.
- That “doing our best” will look different from day to day, and that's ok – some days we stick the picture-perfect landing and others...well, we're just glad to have landed in one piece!

COVID prompted so many of us to stop waiting for the perfect moment and just start building the plane while flying it (which is what we explored as our conference theme last year!). Now that we've got our planes in the air, where do we go from here? Knowing there will be at least a little turbulence on our flight path, what will it take to chart our course, soar to new heights, and then land the plane – all without wrecking it? *Special thanks to a 2022 conference attendee for suggesting this year's theme! (We really do listen when we ask for input!).*

Join us as we unpack all this and more with workshops in these tracks:

1. **Caring for the Crew (HR)** – Recruitment, hiring, retention, managing through staff transitions...caring for the crew is a full-time job! In this HR-focused track, we'll look at all this and more, including building diverse teams, rethinking traditional flight team structures, and ways we can support our teams' needs.
2. **Charting the Course (Strategy, Planning, Change Management)** – We all know what happens to the “best-laid plans”. What does this mean for us once our planes are in the air? What does it look like to “course correct” from the cockpit? This track will look at how we can continue to be agile and respond in the moment while keeping our final destination in sight, especially when it comes to “walking the talk” of the DEI work that so many organizations committed to in 2020.
3. **Fueling the Flight (Fundraising/Resource Development)** – We can't get very far, much less avoid a crash, on an empty tank! This track will look at tips, tools, and sustainable approaches to resource development that will help keep your planes in the air AND bring them safely back to the ground.



4. **Ground Control to Major Tom (*Communications*)** – Communication is one of the most important elements of a smooth flight as well as a safe landing. The same is true in community benefit work! This track will look at various aspects of communication, both internal and external, to help us lift up our work, lift up our missions, and lift up our communities – in ways that are inclusive, ethical, and respectful.
5. **Piloting the Plane (*Leadership*)** – Piloting the plane isn't just for the flight captain! Everyone on board is a leader. This track will look at the changing face of leadership in our sector, what it means to “coach from coach” (aka lead from the middle), how new leaders can confidently take the wheel, what board leaders can do to make the flight the best it can be, how to ensure diverse voices are being heard, and more.
6. **Thinking Outside the (Black) Box (*Miscellaneous*)** – Got an idea that doesn't fit neatly into one of the categories above? Suggest a new one!

The following pages detail what each proposal should include. You may submit online at <https://pano.org/2023-collaborative-conference-rfp/> or directly to Christina at christina@pano.org.

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.

- ⇒ **Why?** To build trust, connections, and relationships between and among conference participants, presenters, exhibitors, and sponsors around the theme of *Landing the Plane (Without Wrecking 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 increased 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 asking participants to introduce themselves (in small groups/pairs) and ask one of the following TYPES of questions, edited to fit your session. These are just some suggestions:

- ✓ What does “landing the plane (without wrecking 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 took a big risk. What did it take to make that decision?
- ✓ 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 participants to develop relationships with each other.
- ✓ We want to tie the topic of your session to an experience in which participants have had to take a step 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 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?**
We tend to start from a position of not having enough resources. 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 in the session. Another way to ask about this: What is standing out to you right now?
- ✓ Please have participants complete the Evaluation & Reflection Sheet.

Preparing & Submitting Your Proposal

A. STEP ONE: Workshop

First, please share the following information about your **workshop** (*note: all workshops must fit within a 75-minute window and should roughly follow the suggested three-part format shared 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 (200 words or less, please)** – Please ensure that this description addresses in some way the overall theme of *Landing the Plane (Without Wrecking It)*.
4. **Learning Goals/Objectives** (200-word limit) – You may list in bullet point or paragraph form.
5. **Target Audience** – Experience level, professional category (e.g., board members, leadership, young professionals, front line staff, admin staff, community action 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** – May include lecture, discussion, panel, case study, experiential activity, etc. Please ensure opportunities for participant engagement. Please be specific about how you intend to engage participants in the session (e.g., small group discussion, interactive activity, etc.)
 8. **Materials** – Please list any materials you plan to use, including PowerPoint, video/audio clips, handouts, articles, large flipchart, etc., and share copies of anything you may already have prepared. Please note that you do not need to have your PowerPoint/other materials finalized at the time of submission; we simply would like to know ahead of time what you intend to use during your workshop!
 9. **If you are not selected to present a full workshop, are you interested in serving as a panelist for a panel discussion if the opportunity arises?** Yes No
 10. **Availability** – Please select your preferred presentation date(s)/time(s):
 No Preference | Tuesday, 9/19 (Afternoon) | Wednesday, 9/20 (Morning Afternoon)

B. STEP TWO: Presenter(s)

Second, please provide the following information about the **presenter(s)**. 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 know how to pronounce each presenter’s name.
2. ***Preferred Pronouns** (He/His; She/Hers; They/Theirs)
3. ***Phone Number and Email Address** (for each presenter, if more than one)
4. ***Job Title(s)**
5. ***Organization(s) or Affiliation(s)**
6. **Website(s)** (if applicable)
7. **Social Media Handles** (if applicable)
8. ***Brief Bio(s)** – Written in the third person (100-word limit).
9. ***Photo(s)** – May be a traditional head shot or a photo of the speaker delivering a presentation.
10. ***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: _____
11. ***Presenter Qualifications** – If possible, 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 the presenter(s) in action at previous speaking engagement.
 - d. Upcoming opportunities for conference planners to experience the presenter in action.
12. **Other Notes/Comments** – Please share anything else you feel we should know.

C. STEP THREE: Submission

Submit electronically at <https://pano.org/2023-collaborative-conference-rfp/> or email your completed form to Christina Spadaro (christina@pano.org) by 5:00 PM on Friday, June 2, 2023.

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

