



Maine Volunteer  
Leadership  
Conference

## Presenter Proposal Form - Maine Volunteer Leadership Conference

### 1. Welcome!

**The Planning Committee for the Maine Volunteer Leadership Conference (MVLC) thanks you for submitting a proposal to present a workshop this year. We appreciate you stepping up to share your experiences and expertise with the field!**

**The Committee will review and rank all complete proposals submitted by the April 30th, 2025 deadline. Proposals that are unique, interesting, and relevant to those who manage and work with volunteers will be ranked higher. The most effective proposals are those that involve things you are knowledgeable and passionate about and that you want to share with others.**

**This conference is the only statewide training for Volunteer Leaders in Maine. It not only provides them with invaluable training, but it also provides them with a rare opportunity to network with each other on a statewide basis.**

**This year's Conference Theme is *Volunteerism; Embracing Civic Engagement & Stewardship*.**

- ***Volunteerism***: the act or practice of doing volunteer work in service to a community
- ***Civic Engagement***: the ways citizens participate in their communities to improve conditions and shape the future
- ***Stewardship***: the responsible management of something entrusted to one's care

**Presentations that illuminate the value of connection and stewardship, or that provide a pathway to those hoping to do more to encourage these key concepts in their agencies and communities, will be given particular consideration.**

**Below is an explanation of how the information you provide will be used and some instructions for completing all the fields.**

**The last page of this form has info about location, date, time, and key contacts. Please be sure to make note of these details before submitting the completed survey.**

Please complete all the data in this form. Your session proposal and will be used three ways:

1. *To provide information to the Conference Planning Committee for use in the proposal selection process;*
2. *To promote your workshop and to introduce you as a Presenter on the conference web site, registration information, conference program, and at the start of your workshop on August 6th; and*
3. *To ensure that the Maine Volunteer Leadership Conference provides appropriate support for your presentation.*

You can download a PDF version of form from the Conference webpage - <https://volunteermaine.gov/volunteer-leaders/conference>

Before you start, be sure you have the following information handy (you may want to compose in a word processing document beforehand and cut/paste it into this form):

- Your ideas for your presentation, which should include session title, learning outcomes, and instructional method(s) or activities;
- Contact information and brief bios for all presenters; and
- Summary of the workshop for the registration form (300 character limit).

Should you need to save the info before completing it, this site will allow you to return to your form later IF you use the same computer.



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### 2. Presenter Profile- Presenter 1

#### \* 1. Presenter Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Preferred Pronouns	<input type="text"/>
Site/Agency Name	<input type="text"/>
Email	<input type="text"/>
Postal Address	<input type="text"/>
Town/City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Day Phone	<input type="text"/>
Your role in relation to volunteers	<input type="text"/>
Agency or Program Website	<input type="text"/>

#### 2. Presenter Profile (320 characters max.)

Briefly describe your qualifications or experience in the area of your presentation. The information will be used to create a brief overview of who you are and of your relevant background & experience for attendees. Please use complete sentences.

3. Do you, the presenter, need an accommodation or specialized support in order to participate?

Yes

No



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### 3. Presentation Details

**As you plan your session, know that the conference is in person this year, so you will need strategies to engage your audience. In person teaching is most persuasive when the participants get to do things and not just sit and listen. Think about group conversations, active participation in activities, or individual hands-on practice.**

**Presenters will have an assigned room monitor to assist with attendance and evaluations and to help you as needed.**

**Presenters should plan to have all elements of their sessions prepped and ready to share a few days before the conference itself so you can run through a practice session with someone who can offer good feedback.**

\* 1. Title for your Conference Session (please limit to 8 words or 50 characters):

2. We MAY have two options for session length. Do you prefer a longer or shorter session to present on your topic?

- Shorter - 45 Minute session  
 Longer - 55 Minute session

\* 3. Learning Objectives: Please list what learning(s) participants will take away from your session

\* 4. Briefly outline HOW you will present your session - include major topics and lesson activities.

Remember your session length choice and take that into account for teaching - plan to reserve 10 minutes for participant sign-in and evaluation instructions specific to your session.

\* 5. Workshop Pitch: In a few brief sentences (300 characters or less), give us the jazzy text that will make everyone want to sign up for your session!

6. Do you have any unconventional participant requirements? Things attendees should have with them or be prepared to experience during your session?

Please describe the special requirements that attendees would need to know when registering.

7. Presenters will need to bring their own handouts OR submit links or digital version of any handouts or referenced documents no later than a week before to the conference date. Do you plan on providing any links or documents?

8. Is there more than 1 (one) presenter for this workshop?

Yes

No



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## Presenter Proposal Form - Maine Volunteer Leadership Conference

### 4. Profile of Co-presenter

#### 1. Co-presenter Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Site/Agency Name	<input type="text"/>
Email	<input type="text"/>
Postal Address	<input type="text"/>
Town/City	<input type="text"/>
State/Province	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Day Phone	<input type="text"/>
Your role in relation to volunteers	<input type="text"/>
Agency or Program Website	<input type="text"/>

#### 2. Co-presenter Profile (320 characters max.)

A brief overview of relevant credentials, experience, and related work. Please use complete sentences!

#### 3. Does this presenter need an accommodation in order to participate?

Yes

No

If there are additional co-presenters, please include their info as requested below and ALSO please notify the contact person listed on the final page of this survey that you have more than two presenters.

4. Please include name(s) and email(s) of additional co-presenters here, and be prepared to submit the same information requested for the first co-presenter via email if your session is selected.





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### 5. Your Questions and Concerns

1. If your proposal is selected, we will need presenter photo(s) [head shot only] for the conference program. [submit by email as an jpg or gif file to michael.ashmore@maine.gov ]

- Yes, I will submit
- No, I prefer not to submit an image

2. Please use this field to let us know about any other special needs or concerns you have. A member of the planning committee will be in touch with you to discuss them.

Thank you for offering your expertise "pro bono." We are looking forward to reading your proposal and seeing you at the conference.

Here is more conference information that you may want to print for future reference:

**Conference Location:** Camp Chamberlain, Maine National Guard Joint Force Headquarters.

**Address:** 23 Blue Star Ave, Augusta, Maine

**Date and Time:** Wednesday, August 6, 2025 ~ 8:30 AM to 4:45 PM

Individual session times and travel details will be provided prior to selected presenters prior to the conference.

Conference Contact for Presenters:

Michael Ashmore  
michael.ashmore@maine.gov  
207.624.7734

To complete this survey, CLICK "DONE."