



2022 AHP Annual International Conference Request for Education Proposals Sample Submission Form

To prepare for completing the required online form, use this sample to gather proposal details and complete content leader information for each presenter/co-presenter in advance.

1. Primary Contact's information: This is the person AHP will communicate with for all notifications related to the proposed session.
 - a. Name
 - b. Title
 - c. Credential
 - d. Organization Name
 - e. Address
 - f. Email
 - g. Phone

2. Presenter information
 - a. Name
 - b. Title
 - c. Credential
 - d. Organization Name
 - e. Address
 - f. Email
 - g. Phone
 - h. How many years of experience in philanthropy does each presenter have?
 - i. 0-5
 - ii. 6-10
 - iii. 11-15
 - iv. 16-20
 - v. 21-25
 - vi. 26 or more
 - vii. Unspecified (opt out)
 - i. Biography: Please provide a short biography (limit 150 words) in paragraph format that describes each presenter's philanthropy experience and expertise as it relates to the subject of this proposal.



- j. Please describe any past teaching, presentation and/or speaking experience, either with AHP or another organization, and any feedback presenters may have received. Submissions from first-time presenters are encouraged.

3. Co-presenter(s), if applicable

Invitation to Self-Identify

In principle and in practice, AHP values and seeks diversity and inclusive practices within the healthcare philanthropy industry. AHP aims to maximize the power of learning programs by promoting involvement, innovation, and expanded access to leadership opportunities among program speakers, faculty and content leaders that maximize engagement across the entire spectrum of participants in the health care philanthropy profession.

The following demographic questions are designed for you to self-identify. To opt out of any question, select "Unspecified".

AGE

- Under 25
- 25 – 34
- 35 – 44
- 45 – 54
- 55 – 64
- 65 – 74
- 75+
- Unspecified (opt out)

GENDER

- Female
- Male
- Non-Binary
- Genderqueer
- Self-identification: _____
- Unspecified (opt out)

RACE/ETHNICITY (SELECT ALL THAT APPLY)

- White/Caucasian
- South Asian (e.g., East Indian, Pakistani, Sri Lankan)
- Chinese
- Black
- Filipino



- Arab
- Latin American
- Southeast Asian (e.g. Vietnamese, Cambodian, Laotian, Thai)
- West Asian (e.g., Iranian, Afghan)
- Korean
- Japanese
- Indigenous (e.g., First Nations, Inuit, Métis)
- White/Caucasian
- Self-identification: _____
- Unspecified (opt out)

SPECIAL ACCOMMODATIONS

AHP welcomes presenters of all ability levels. To discuss accessibility and accommodation needed to participate fully in this event, please self-identify below:

- I do not need special accommodation.
- I am requesting special accommodation due to a disability. Please provide details regarding your needs: _____

STEP 2. PROPOSAL INFORMATION

Please take the time to submit a thoughtful proposal that clearly articulates the intent of the session. Correct spelling and grammar help readability and comprehension.

Learning Formats and Levels

1. Which learning format is your proposed session?
 - a. Express Talk
 - b. Case Study Presentation
 - c. Panel Discussion
 - d. Seminar

2. Which Professional Pathway knowledge level is your session geared toward?
 - a. Baseline (fundamental, 0-3 years)
 - b. Specialist (applied, 3-8 years)
 - c. Executive (strategic, 8+ years)

Session Title & Description

1. Session Title (Limit 10 words)



Please submit, in 10 words or less, your session title. **IMPORTANT:** Do not include presenter, company or product names anywhere in the session title.

2. Short Session Description (Limited to 50 words)
Pitch this session to prospective attendees in just one sentence.
3. Long Session Description (Limited to 150 words)
Please describe the overall focus and goal of the session, including key points and supporting topics.

Learning Outcomes

Please clearly define how your session will support attendees' knowledge and skills for use in their roles. Put emphasis on participants acquiring skills, rather than simply receiving knowledge and information. For example, "Participants will be able to improve their legacy giving programs by using blended gifts effectively."

- a. Outcome 1:
- b. Outcome 2:
- c. Outcome 3:

Instructional Flow

How would you describe the instructional flow for this session? What techniques and adult learning methods will be deployed? How will the time be used? Creative approaches to instruction that go beyond a basic approach are strongly encouraged. Please be specific.

Primary Topic Area

What is the primary topic area that best describes the focus of your proposed session? (Select only one)

- Major, Transformational and Legacy Giving
- Working with Hospital Partners (Physicians, Administrative Leaders and Staff)
- Community Giving (Annual, Online and Special Events)
- Building Strong Teams
- Information and its Impact (Data, Research, Artificial Intelligence)
- Support Services for Advancement (Stewardship, Prospect Research, Finance, Operations)
- Post-COVID Fundraising (Digital Fundraising, Virtual Events, Remote Work, Keeping Staff Engaged and Motivated)



- Diversity, Equity, and Inclusion (Building an Inclusive Culture and Team, Attracting Diverse Talent)
- Other (please specify)

Secondary Topic Area (Optional)

What is a secondary topic area that also describes the focus of your proposed session? (Select only one)

- Major, Transformational and Legacy Giving
- Working with Hospital Partners (Physicians, Administrative Leaders and Staff)
- Community Giving (Annual, Online and Special Events)
- Building Strong Teams
- Information and its Impact (Data, Research, Artificial Intelligence)
- Support Services for Advancement (Stewardship, Prospect Research, Finance, Operations)
- Diversity, Equity, and Inclusion (Building an Inclusive Culture and Team, Attracting Diverse Talent)
- Other (please specify)

Submitting Your Proposal

When you are ready to submit your session proposal, you may do so through this form: <https://www.surveymonkey.com/r/ConveneCanada2022>. Please remember all submissions must be received by January 28, 2022.

Questions?

Email education@ahp.org with any questions about the submission process or the 2022 conference.