



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. Lead Presenter's information
 - a. Name
 - b. Title
 - c. Credential
 - d. Organization Name
 - e. Address
 - f. City
 - g. State/Province
 - h. Email
 - i. Phone
 - j. How many years of experience in philanthropy does the lead 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)
 - k. Biography: Please provide a short biography (limit 150 words) in paragraph format that describes the lead presenter's philanthropy experience and expertise as it relates to the subject of this proposal.
Note: Biographical information will not be included in the peer review, which is anonymous.
 - l. Has the lead presenter presented at the AHP Annual International Conference before? Note: AHP and the conference committee seek to create a diverse mix of new and returning presenters. Submissions from first-time presenters are encouraged.
 - m. If yes, please share the title and year of their most recent presentation.



- n. Please describe any past teaching, presentation and/or speaking experience, either with AHP or another organization, and any feedback the lead presenter may have received.

2. 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 presenters, faculty, and content leaders that maximize engagement across the entire spectrum of participants in the healthcare philanthropy profession.

The following demographic questions are designed for you, the lead presenter, 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)

- African American/Black
- American Indian/Native American
- Asian
- Hispanic/Latino



- Native Hawaiian/Other Pacific Islander
- White/Caucasian
- Self-identification: _____
- Unspecified (opt out)

SPECIAL ACCOMMODATIONS

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

- I do not need special accommodations.
- I am requesting special accommodations 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 (20 minutes)
 - b. Point/Counterpoint (30 minutes)
 - c. Education Session – Case Study Presentation (60 minutes)
 - d. Education Session – Panel Discussion (60 minutes)
 - e. Education Session – Seminar (60 minutes)
 - f. Deep Dive (90 minutes)
 - g. Learning Lab (3 hours)

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. **IMPORTANT:** Do not include presenter, company or product names anywhere in the description.

Learning Outcomes

Please clearly define how your session will support attendees' knowledge and skills for use in their jobs. 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.

Track

Which educational track is the best fit for your proposed session? (Select only one)

- | | |
|-----------------------------------|------------------------------|
| ▪ Annual Giving | ▪ Chief Philanthropy |
| ▪ Major & Transformational Giving | ▪ Officers/Leadership |
| ▪ Planned Giving | ▪ Philanthropy Operations |
| ▪ Board & Volunteer Engagement | ▪ Hospice Philanthropy |
| ▪ Corporate & Foundation Giving | ▪ Marketing & Communications |
| /Sponsorship | |

Primary Topic Area

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

- Annual Giving
- Major & Transformational Giving
- Planned Giving
- Board & Volunteer Engagement
- Corporate & Foundation Giving /Sponsorship
- Chief Philanthropy Officers/Leadership
- Philanthropy Operations
- Hospice Philanthropy
- Marketing & Communications
- Digital Fundraising
- Adapting to the Post-Covid “New Normal”
- Grateful Patient Giving/Referral-Based Philanthropy
- Career Development
- Service Line Fundraising
- Endowment Fundraising
- Donor-Advised Funds
- Analytics/Predictive modeling
- Community/Population Health
- Building an Inclusive Culture & Team
- Attracting Diverse Talent
- Other (please specify)

Target Audience

While we know that people from many backgrounds may gain value from your proposed session, please indicate the primary audience that will benefit the most.

Target Organization Type (select all that apply)

- Health Systems
- Community hospitals
- Children’s hospitals
- Academic medical centers
- Hospice/long-term care
- Other (please specify)

Target Organization Size (select one)

- Small shop (1-9 staff)
- Medium shop (10-34 staff)
- Large shop (35+ staff)
- Any size



Target Job Role (select one)

- Chief philanthropy officer
- C-level, executive team, VP
- Director level
- Manager level
- Employee (non-manager)
- 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/AHPINTL22>. Please remember all submissions must be received by February 11, 2022.

Questions?

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