



## ***Request for Proposal***

**2018 Lone Star Summit**

**Conference July 29-July 31, 2018**

**Deadline to submit Breakout Session Proposals: Friday, April 13, 2018**

**Who:** Habitat for Humanity (Habitat Texas) Texas is an organization with a mission to support the local efforts of Texas' 83 Habitat affiliates through training and technical assistance, resource development, disaster planning and response and advocacy. We want to help affiliates across Texas succeed and set markers in the highest standards of nonprofit governance. Best practices – in construction, administration, community development, ReStores, community engagement, fund development and more – help affiliates concentrate on their mission of building, repairing and rehabilitating more homes for low income Texans.

We are expecting more than 300 conference goers.

**What:** The conference features two days of intermediate and advance-level training in community development, family services, mortgages, sustainable building, ReStore development (retail), disaster preparedness, fund development, best practices in nonprofit governance and more for volunteers, staff and leaders of Texas' 83 local Habitat for Humanity affiliates.

Habitat Texas is soliciting ***Request for Proposals*** from potential speakers who will present on a **voluntary** basis at the Lone Star Summit, Habitat Texas' annual conference

**Where:** The location of the conference is the Holiday Inn Corpus Christi Downtown Marina located at 707 N. Shoreline Blvd Corpus Christi, TX 78401. Further details can be obtained at [www.conference.habitattexas.org](http://www.conference.habitattexas.org).

**When:** The Lone Star Summit will be held Sunday, July 29th to Tuesday, July 31st, 2018.

**Deadline:** The deadline to submit the RFP is **April 13, 2018**.

**How:** Habitat Texas is seeking a diverse range of topics that address issues relevant to Habitat Texas programs. Any questions should be submitted to Amy Ledbetter Parham at [kimberly@habitattexas.org](mailto:kimberly@habitattexas.org).



### **Guidelines and Selection Criteria:**

Our goal is to ensure the workshop participants have ample opportunity to ask questions and participate through interactive skill building exercises that have a hands on approach with real world applications. Priority will be given to proposals that reflect the following criteria:

- Relevant topic areas
- Participant involvement & interaction such as: skill building, interactive discussions, take away materials, and providing resources
- A brief speaker bio required for publication

### **Presenter Details:**

- Each workshop can include a primary presenter and a secondary presenter.
- The presenter's registration fee is waived in full the day of the program.
- Presenters are expected to provide their own handout materials for participants.
- Laptops for PowerPoint Presentations *may* not be provided.
- Workshops will be approximately 75 minutes in length (includes Q&A time allotment).
- Each presenter will be assigned a room host for introduction and assistance.
- Each presenter is *encouraged* to bring promotional collateral or information for attendees.

### **Presenter Benefits**

- Letter of Recommendation from Habitat Texas
- Invited to Key Note Address
- Recognition on conference website and conference program
- Thank you gift awarded to presenter the day of event
- Complimentary registration the day of your presentation

Selected presenters will be notified via email or phone.

## **APPLICANT INFORMATION REQUIRED**

**COMPLETE PROPOSALS DUE:**

**Friday, April 13, 2018**

**Submit to Kimberly Shaheen**

[kimberly@habitattexas.org](mailto:kimberly@habitattexas.org)



**Presenter Information:**

Primary Presenters Full Name (printed) \_\_\_\_\_

Job Title \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address of Organization (mailing) \_\_\_\_\_

Email Address \_\_\_\_\_ Cell # \_\_\_\_\_

Website if applicable \_\_\_\_\_

Is your company registered to be a sponsor or exhibitor at the 2017 Lone Star Summit? \_\_\_ Yes \_\_\_ No

Would you like information about sponsorship or exhibitor opportunities? \_\_\_\_\_ Yes \_\_\_\_\_ No

Secondary Presenter if applicable \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

If you are offering a Panel Presentation, please complete the Primary Presenter information above to indicate the primary contact and list all the additional presenters below along with their organization below.

**Workshop Proposal Section:**

Workshop Title:

Workshop Description (150 words or less)



**Please check the track that best describes your presentation**

- Construction
- ReStore Development (retail)
- Fund Development
- Administrative
- Community Engagement
- Family Services (including mortgages)
- Other: \_\_\_\_\_

**Please check one level or category below**

- Basic
- Intermediate
- Advance
- All

**Please list 3 learning objectives for your audience below:**

**Presenter needs (Check all that apply)**

- Flip Chart
- PowerPoint Projector
- AV/ Microphone
- Internet Connections
- Lap Top
- Other \_\_\_\_\_

**Additional items:**

1. **Please attach or submit a brief Bio** (150 words or less) for introduction at your program and inclusion on our website.
2. Photo for posting on our conference website.  
Please provide your website link for promotional purposes.
3. Provide social media and contact information