



International Association of Facilitators North America Conference 2012

May 9th–12th

Dalhousie University, School of Social Studies
Halifax NS Canada

New for IAFNA 2012
More recognition for
presenters

Presenters Briefing

Be part of the premier personal development event for Facilitators in North America

This short guide is designed for presenters and anyone who would like to share their skills, knowledge and expertise and converse with practioners and experts in the field of facilitation.

The International Association of Facilitators (IAF) is a worldwide body that sets professional standards for facilitators. It holds its regional conference in North America (IAFNA) annually. This is the premier place for practitioners in the field to learn new skills, share best practices and build relationships. The conference sessions and education program add to the growing body of knowledge about how teams and organizations work most effectively. Attendance is part of IAF member's professional development and re-certification for their professional designation.

program@iafnacommunity2012.org

www.iaf-world.org

The mission for IAFNA 2012

We have reached out to members in surveys and our new LinkedIn Group. The outcome is a set of guiding principles to help create and deliver IAFNA 2012. Thank you for your interest.

Together, presenters, attendees and sponsors, can:

Encourage **quality networking**, with the use of current and emerging technologies, and **professional development opportunities for everyone**;

Empower members and contributors to create a conference that **meets their individual learning needs, before, during and after** the event;

Grow the profession of Facilitation and **showcase IAF** as the premier community of facilitative practice through **active collaboration with partners and peers**;

Build our capacity, as an organization, in Halifax, in North America and globally, **through respect for existing knowledge** and by **developing new and innovative bodies of knowledge**;

Increase membership diversity, as well as **IAF relevance** in an increasingly diverse world.

HAVE FUN!

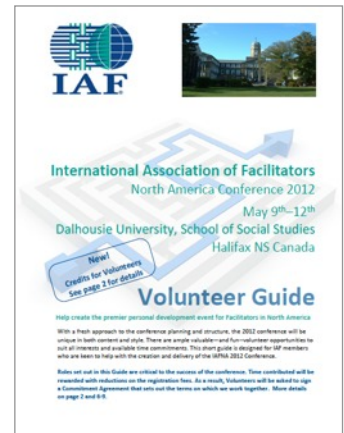


Recognition for presenters

We recognize that preparing and delivering content takes time and money.

Net revenue, after venue fees, from **Pre-conference Workshops** will be shared 50/50 for sessions using AV equipment, and 60/40 for those without.

Conference speakers and workshop presenters qualify for the **Volunteer Credits Program**. Please see more information in the **IAFNA Volunteer Guide** in the IAF web site (www.iaf-world.org) under the Events tab.



The Conference Hall

What interests Members?

We wanted to know the new **skills and knowledge** that Members would most value. The thinking being that we can then create a program that meets more needs. This is what was said.

Active 'hands-on' learning about:

The business of facilitation.

How to start, market and build a facilitation business in our competitive marketplace.

The buyer's perspective and how decisions are made about the need for facilitation.

Dealing better with diversity and learning how to attract a wider membership to the profession.

Learning how to record, draw conclusions and share information in a way that engages and adds value.

How the impact of facilitation can be measured in a way that demonstrates its value and allows us to track and improve.

Making facilitation **part of a longer term change** effort rather than just a 'one-and-done' service

Creative ways to facilitate 'guerilla-style' when they are part of a group rather than its facilitator.

The latest types of technology that can help facilitation.

Learning to converse by social media and gain much greater participation in our work.

Other professions to compare notes and build new partnerships by understanding how they work towards the outcomes they seek.

How could your presentation idea work using one or more of these member-generated delivery ideas?

TED Talks - 20 minute presentations of a new piece of practice or research.

Fast Talks – fast-paced provocative presentations to raise debate and present new ideas.

Panel discussions - experts and thought leaders exchange ideas with members.

Participation by customers and purchasers - creating a better understanding of the current marketplace.

Participation by allied professions - helping us see the bigger picture.

In the Youth program - to bring new perspectives to the way we work.

Virtual Participation - so more members from around the world can take part in the conference.

Hands-on active learning - so members see tangible improvements in their skills and knowledge.

With Video recording - to help members retain more from the sessions and showcase IAF and the people who support us.

Using Twitter coverage and reporting - connecting the learning to a wider world.

Join us as we create IAFNA 2012 at
www.linkedin.com/iafnorthamericaconference2012

Would you like to know more?
program@iafnaconference2012.org

Some ideas for taking part in IAFNA 2012

Lead a Workshop or Conference session

We are seeking quarter, half, one and two day workshops and 20 and 30 minute presentations. The topic is yours to propose. We are keen to have people share knowledge on the topics in the “**What interests our Members?**” listed on page 3 but other topics will always be considered.

Take part in the TED Talk or a Fast Talk session

Something new to share? Be part of the **TED talk** and share your knowledge with the world. Do you have a provocative or stimulating idea or piece of new knowledge that would lend itself to an 8 minute presentation to the whole conference? Then the **Fast Talks** format would work well..

Suggest and join a Panel Discussion

Have you been thinking about a topic that would benefit from further discussion by a panel of thought leaders and experts. Propose a topic for a **Panel Discussion** and even better let us know who you think should join you on the panel.

Co-present with a client or purchaser of Facilitation services who we could invite to speak

At IAFNA 2012 we are making a conscious effort to look outside and gather information about the market for facilitators. Do you know a client who you could co-present with to see a facilitation from more than one perspective?

Join the live Twitter coverage.

We want to build better connections with the wider world. As Facilitators we have much to offer in troubled times. Help us share the learning and raise the profile of IAF.

... and your idea. Something new, something old, and aimed where facilitators want to go

The Proposal Review and Selection process

Please download the **IAFNA Proposal to Participate** (printed on the following pages) from the Events tab in the IAF website (www.iaf-world.org) or open the email attachment sent to IAF members.

Save your fully completed Proposal(s) as [Yourname]IAFNAProposal.doc or .docx and email it to:

program @iafnaconference2012.org by **1200 EST on Monday September 26th, 2011.**

You will receive an acknowledging receipt within 48 hours.

Your proposal will be reviewed by a panel of experienced IAF members. The selection criteria will include:

- Does the proposal include a clear and well-defined description of what the participants will be able to do, understand or explain after the session?
- Is the proposed session grounded in real-life experiences or current research?
- Does it align with the **IAF Core Facilitator Competencies**?
- Does it support one or more elements of the **Conference Mission** on page 2 of the **Presenters Briefing**?
- Does it focus on one or more of the areas of most interest listed in ‘**What Interests Members?**’ on page 3 of the **Presenters Briefing**?
- Does it effectively blend content with interactive learning?
- Does it seem realistic and achievable in the proposed time?

The results of the selection process will be communicated to you by **Monday October 17th, 2011.**



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Deadline
September 26th

① This form accompanies the **Presenters Briefing**. Thank you for your interest. IAFNA Conferences are about exchanging and building knowledge and skills and adding to the body of knowledge around facilitation. At IAFNA 2012 we are encouraging everyone to break new ground and to find different and more impactful ways to share and converse. We also want to look beyond our Association and create new knowledge with other professions and with other parts of the world. We all have a lot to learn and to teach. Please complete one form for each session idea.

① Cette forme accompagne le '**Presenters Briefing**'. Nous vous remercions de votre intérêt. IAFNA conférences sont sur échanger et renforcement des connaissances et des compétences et l'ajout à l'ensemble des connaissances autour de facilitation. À IAFNA 2012, nous encourageons tout le monde à innover et à trouver des façons différentes et plus percutants de partager et de converser. Nous voulons également regarder au-delà de notre Association et créer de nouvelles connaissances avec d'autres professions et avec d'autres parties du monde. Nous avons tous beaucoup à apprendre et à enseigner. Nous sommes très intéressés à entendre des présentateurs intéressés à contribuer en français et peuvent examiner les propositions écrites en français. Veuillez remplir un formulaire pour chaque idée.

① Este formulario acompaña la '**Presenters Briefing**'. Le agradecemos su interés. IAFNA conferencias son sobre intercambio de conocimientos y habilidades y agregar al cuerpo de conocimiento alrededor de facilitación. En IAFNA 2012 estamos alentando a todos a abrir nuevos caminos y a encontrar formas diferentes y más impactantes para compartir y conversar. También queremos mirar más allá de nuestra asociación y crear nuevos conocimientos con otras profesiones y otras partes del mundo. Todos tenemos mucho para aprender y enseñar. Estamos muy interesados en saber de presentadores interesados en contribuir en español y puede revisar propuestas escritas en español. Por favor, complete un formulario para cada propuestas.

Presenter/Co-Presenter Commitment Agreement

To encourage participation and provide a high quality conference at a reasonable price we request your support for the following policy:

- All Presenters and Co-Presenters will need to register for the IAFNA 2012 Conference.

Offers to Participate will be sent out by **Monday October 17th, 2011**.

- Acceptance of the Offer(s) will need to be returned by **end of day Wednesday October 26th**.

The Conference Booking service will go live by Friday November 4th. An announcement will be sent when it opens.

- All Presenters and Co-Presenters should register for the Conference by **Friday November 18th, 2011**.

Convenient preferred-rate conference accommodation has been reserved at two sites – the Atlantica Hotel and Dalhousie Student Dormitories. The Conference web-site will have more details about how to book when the Conference Booking Service goes live by November 4th. When the Booking Service opens, these rooms will be allocated on a first-come-first-served basis.

Please indicate your agreement to support this policy in the check box: Yes, I/we agree to abide by this policy.

① The Review and Selection process

1. Please download the **IAFNA Proposal to Participate** from the Events tab in the IAF web site (www.iaf-world.org) or open the email attachment sent to IAF members. Save your fully completed Proposal(s) as [Yourname]IAFNAProposal.doc or .docx and email it to: program@iafnaconference2012.org by **1200 EST on Monday September 26th, 2011**.
2. You will receive an acknowledging receipt within 48 hours.
3. Your proposal will be reviewed by a panel from among experienced IAF members. The selection criteria will include:
 - Does the proposal include a clear and well-defined description of what the participants will be able to do, understand or explain after the session?
 - Is the proposed session grounded in real-life experiences or current research?
 - Does it align with the **IAF Core Facilitator Competencies**?
 - Does it support one or more elements of the **Conference Mission** on page 2 of the **Presenters Briefing**?
 - Does it focus on one or more of the areas of most interest listed in '**What Interests Members?**' on page3 of the **Presenters Briefing**?
 - Does it effectively blend content with interactive learning?
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Session Title: [Click here to enter](#)



[Click here to enter text.](#)

If you Click and cannot enter text, click the blue text box border to the left of the 'C' in Click, then type.

Presenter(s) [Click here to enter text.](#)

Organization(s) [Click here to enter text.](#)

Session summary description: - as it would appear in the Conference Program (100 words or less)

[Click here to enter text.](#)

How would you like to present the session idea? As:

Pre-Conference Program May 9th and/or 10th

- An active, hands-on Learning Workshop
- A TED Talk of about 20 minutes sharing a new piece of practice, information or research
- Another way to impart new skills and knowledge

Conference Program May 11th and/or 12th

- An active, hands-on Learning Workshop
- A Main Conference presentation by a team or individual to all participants
- A FastTalk talk of no more than 8 minutes to present a provocative or radical idea to generate conversation and thought.
- A Panel discussion among 3 or 4 thought or practice leaders for up to 30 minutes
- A Co- presentation with a customer or purchaser of facilitation services to hear 2 perspectives
- A topic of interest to you that others might like to discuss or develop in a small group
- Another amazing idea [Click here to enter text.](#)

What would be the ideal length, in hours/part hours, of the session you propose? [Click here to enter text.](#)

Would you be prepared to repeat the session to allow more participants to take part?

Yes

No

Maybe in a modified form

Would you be interested to take part in Virtual IAFNA 2012 to link to and include more attendees from outside the Conference venue?

Yes

No

Maybe, but I would like to know more



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Alignment with IAF Core Competencies and Members' needs

Which of the following IAF Core Facilitator Competencies will your session address (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> A. Creating collaborative client relationships | <input type="checkbox"/> D. Guiding groups to appropriate and useful outcomes |
| <input type="checkbox"/> B. Planning appropriate group processes | <input type="checkbox"/> E. Building and maintaining professional knowledge |
| <input type="checkbox"/> C. Creating and sustaining a participatory environment | <input type="checkbox"/> F. Modeling a positive professional attitude |

Which parts of the Conference Mission (page 2 of the Presenters Briefing) does the session enable?

- | | |
|--|---|
| <input type="checkbox"/> A. Encouraging quality networking | <input type="checkbox"/> E. Enabling active collaboration with partners and peers |
| <input type="checkbox"/> B. Creating professional development for everyone | <input type="checkbox"/> F. Respecting existing and developing new bodies of knowledge |
| <input type="checkbox"/> C. Helping members meet their individual learning needs | <input type="checkbox"/> G. Increasing membership diversity and IAF relevance in an increasingly diverse world. |
| <input type="checkbox"/> D. Growing IAF and the profession of Facilitation | |

... and how does your session idea achieve that? [Click here to enter text.](#)

Which of the areas of knowledge of most interest to members ('What Interests Members' on page 3 of the Presenters Briefing) does the session idea focus on?

- | | |
|--|--|
| <input type="checkbox"/> A. The business of facilitation | <input type="checkbox"/> F. Making facilitation part of long-term change |
| <input type="checkbox"/> B. Understanding the buyer's perspective | <input type="checkbox"/> G. Creating ways to facilitate 'guerilla-style' |
| <input type="checkbox"/> C. Dealing better with diversity | <input type="checkbox"/> H. Using the latest technology to aid facilitation |
| <input type="checkbox"/> D. Learning how to record, draw conclusions and share information to engage and add value | <input type="checkbox"/> I. Learning to converse with social media |
| <input type="checkbox"/> E. Measuring the impact of facilitation to track and demonstrate value | <input type="checkbox"/> J. Comparing notes and building partnerships with other professions |

... and how does your session idea achieve that? [Click here to enter text.](#)



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Session Objectives and Outcomes:

What are the expected **outcomes** of your session? [Click here to enter text.](#)

What do you wish to teach, impart, share or gain? [Click here to enter text.](#)

Having participated in this session, what will participants be able to do, understand or explain? [Click here to enter text.](#)

What will you have gained? [Click here to enter text.](#)



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Session Outline

Please describe the format and flow of the session: [Click here to enter text.](#)

How will it enable active learning-and be interactive? [Click here to enter text.](#)

Materials and Takeaways

What will you provide to participants during the session and to take away? [Click here to enter text.](#)



Session Logistics

What is your requested minimum # of participants? [Click here to enter text.](#)

What is your requested maximum # of participants? [Click here to enter text.](#)

Furniture and Audio-Visual Needs

i The Workshop Rooms and Main Conference Hall will have the following:

- 2 flipchart stands, 2 flipchart pads and markers
- Wireless internet access (for Virtual IAFNA 2012 sessions)
- Fixed or Radio Microphone (for larger rooms and sessions in Virtual IAFNA 2012)
- Lectern in larger rooms
- Table or space for speakers materials
- Projector and Projection screens in the Main Conference Hall

i Additional equipment will incur costs so once we have reviewed your idea we will be in contact to discuss how the costs are covered.

Presenter(s) provide their own PC or Mac for Workshops and sessions outside the Main Conference Hall. Will you be using a:

PC or Mac/iPad

What is your preferred room set-up? (This will help us allocate rooms)

- | | | |
|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Banquet tables (seat 8 or 10) | | |
| <input type="checkbox"/> Chairs in a circle or concentric circles | <input type="checkbox"/> With tables | <input type="checkbox"/> No tables |
| <input type="checkbox"/> Classroom-style in rows | <input type="checkbox"/> With tables | <input type="checkbox"/> No tables |
| <input type="checkbox"/> Classroom-style in a U-shape | <input type="checkbox"/> With tables | <input type="checkbox"/> No tables |
| <input type="checkbox"/> Theatre-style with lectern - chairs facing front | <input type="checkbox"/> With tables | <input type="checkbox"/> No tables |
| <input type="checkbox"/> Chairs in a circle or concentric circles | | |
| <input type="checkbox"/> All furniture removed or cleared to the side | | |
| <input type="checkbox"/> Auditorium seating | | |
| <input type="checkbox"/> Another layout that works better for you: Click here to enter text. | | |

What **additional equipment** will you need to run your session? [Click here to enter text.](#)

What **other support**, if any, would help to make your session run smoothly? [Click here to enter text.](#)



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Including all potential participants

Is there anything in your session that would prevent participants who may have sight, hearing, accessibility or any other needs to take part fully?

Yes No

If yes, would you be prepared to contact the participants before the workshop to discuss their specific needs to make appropriate adjustments to your session design or approach?

Yes No

Logistics questions

If you have any other questions, concerns or comments you would like the Program Team to see, please use this space? [Click here to enter text.](#)



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Biographical Information and referees for session presenters

Presenter 1- Biography for the Conference program (100 words or less) [Click here to enter text.](#)

Please attach a suitable picture (jpg format) with the Proposal to convey the Presenter's work to attendees.

Other background information and experience that is relevant to this topic: [Click here to enter text.](#)

For first-time presenters or co-presenters only (excluding customers presenting with their Facilitator)

Please provide two people who know your skills and experience, who could write a letter of recommendation about you delivering this session.

Reference 1 Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Day Time Phone number: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Reference 2 Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Day Time Phone number: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Presenter 2 - Biography for the Conference program (100 words or less) [Click here to enter text.](#)

Please attach a suitable picture (jpg format) with the Proposal to convey the Presenter's work to attendees.

Other background information and experience that is relevant to this topic: [Click here to enter text.](#)

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Please provide two people who know your skills and experience, who could write a letter of recommendation about you delivering this session.

Reference 1 Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Day Time Phone number: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Reference 2 Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Day Time Phone number: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)



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Presenter 3 - Biography for the Conference program (100 words or less) [Click here to enter text.](#)

Please attach a suitable picture (jpg format) with the Proposal to convey the Presenter's work to attendees.

Other background information and experience that is relevant to this topic: [Click here to enter text.](#)

For first-time presenters or co-presenters only (excluding customers presenting with their Facilitator)

Please provide two people who know your skills and experience, who could write a letter of recommendation about you delivering this session.

Reference 1 Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Day Time Phone number: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Reference 2 Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Day Time Phone number: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Presenter 4 - Biography for the Conference program (100 words or less) [Click here to enter text.](#)

Please attach a suitable picture (jpg format) with the Proposal to convey the Presenter's work to attendees.

Other background information and experience that is relevant to this topic: [Click here to enter text.](#)

For first-time presenters or co-presenters only (excluding customers presenting with their Facilitator)

Please provide two people who know your skills and experience, who could write a letter of recommendation about you delivering this session.

Reference 1 Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Day Time Phone number: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Reference 2 Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Organization: [Click here to enter text.](#)

Day Time Phone number: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)



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i Presenters will need to send session presentations for use at the Conference to program@iafnaconference2012.org by 12:00pm EST on Friday May 4th, 2012. We will send you a reminder 30 days before.

Thank you very much for your interest to take part. We will be in contact on or before October 17th.

Merci beaucoup de votre intérêt à participer. Nous serons en contact l'ou avant le 17 octobre.

Gracias por su interés en participar. Estaremos en contacto en o antes del 17 de octubre.