



Thank you for expressing interest in being a facilitator in the Richmond ATD Talent Development Practitioners conference to be held **Saturday, December 1st** in **Richmond, Virginia**.

Enclosed is information specific to your role as a conference facilitator. All required forms are included in this Facilitator Kit. Adhering to the deadlines below will ensure that there is sufficient time for us to coordinate with you.

### **FORMS TO BE COMPLETED**

<b>Facilitator Proposal</b>	<b>Due: October 5th</b>
<b>Facilitator Agreement</b>	<b>Due: October 22nd</b>
<b>Session Information</b>	<b>Due: October 25th</b>
<b>Presentation Equipment Request Form</b>	<b>Due: November 16</b>
<b>Handout Reproduction and Authorization Form</b>	<b>Due: November 16</b>
<b>Handout Files</b>	<b>Due: November 16</b>

Please keep a copy of all completed forms for your reference.

### **LOCATION**

All conference activities will take place at the Thomas R. Fulghum Conference Center.

**Address:** 13900 Hull Street Rd Midlothian, VA 23112

### **REGISTRATION**

You will be automatically registered for the event. Please make sure we have your name and company name, so we can ensure that your name badge is printed correctly.

### **HOTEL ACCOMMODATIONS**

While there are several hotels near the Conference Center, we have provided an option below within a few miles of the Conference Center.

#### **Holiday Inn Express & Suites**

5030 W Village Green Dr  
Midlothian, VA 23112  
(804) 744-7303

Please review the rest of this Facilitator Kit in detail. Contact the undersigned should you have any questions.

Best regards,

David Younce,

[David.Younce@RichmondATD.org](mailto:David.Younce@RichmondATD.org)

804-218-9785



# Conference Objective and Facilitator Requirements

## Conference Objective

The objective of the conference is to provide Talent (Human Resource and Learning & Development) Professionals with a strategic and concentrated opportunity for professional development.

Sessions length will be **around 60 minutes** in length depending on track designation. Please include a question and answer segment to your session.

## Facilitator Requirements

- Apply adult learning theory in all phases of your session.
- Provide each participant with at least one tangible tool or take-away item.
- Refrain from selling from the podium.
- Use professional standards for presentation skills and tools/technology.
- Encourage audience interaction during your session.



# Facilitator Agreement

I, \_\_\_\_\_, will present at the Talent Development Practitioners Conference to be held at the Thomas R. Fulghum Conference Center on Saturday December 1st,


I will deliver:

**SESSION TITLE:** \_\_\_\_\_ (Please enter your session title)

I understand that by signing and returning this agreement, I make a commitment to fulfill the role of Facilitator by delivering my session.

If for any reason I am unable to attend the conference and fulfill my responsibility as a Facilitator, I agree to notify Richmond ATD **immediately** (David Younce, 804-218-9785) and, if possible, secure an appropriate substitute who can deliver the session. Richmond ATD reserves the right to accept or decline the proffered substitute. If I am unable to fulfill the agreement within 30 days [November 1, 2018] of the session and an appropriate substitute cannot be found, I agree to reimburse Richmond ATD for the modification of marketing, signage, and associated time up to the value of \$400.00.

I irrevocably authorize Richmond ATD to create, edit, copy, exhibit, publish or distribute photos for this event or for any other related, lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of photos taken.

I further understand that by reading and checking  the items below, and signing and returning this document, I agree to meet all deadlines for submission of forms, handout files, registration information, and other information required by Richmond ATD, including these steps:

- read the **Facilitator Kit thoroughly**
- read, sign, and return the **Facilitator Agreement**
- provide **session title, description, Facilitator bio, and Facilitator picture**
- submit all **forms**:
  - o **Facilitator Session Information,**
  - o **Presentation Equipment Request Form, and**
  - o **Handout Reproduction and Authorization Form**

by **due dates specified**

- read the **handout guidelines** and adhere to **specified criteria**
- submit **electronic handouts file by November 16, 2018**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Typing Facilitator name above constitutes a signature)

Please complete, sign, and email to: David Younce at [David.Younce@RichmondATD.org](mailto:David.Younce@RichmondATD.org)

**Due Date: October 22nd**



## Facilitator Session Information

Please provide Facilitator name(s), session title, session description, Facilitator(s) bio and Facilitator picture(s). Portions of this information will appear on the Talent Development Practitioners website, in the **conference guide and/or event app**.

**This information must be provided via email to David Younce, [David.Younce@RichmondATD.org](mailto:David.Younce@RichmondATD.org)**

Facilitator Name, Facilitator Title, and Company Name:

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Session Title: \_\_\_\_\_

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Session Description (150 words maximum): \_\_\_\_\_

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Session Learning Objectives (minimum of 3, maximum of 5):

LO 1: \_\_\_\_\_

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LO 2: \_\_\_\_\_

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LO 3: \_\_\_\_\_

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LO 4: \_\_\_\_\_

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LO 5: \_\_\_\_\_

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Facilitator Bio (150 words maximum): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach electronic picture to this information form.*

Please email to: **David Younce**, [David.Younce@RichmondATD.org](mailto:David.Younce@RichmondATD.org)

**Due Date: October 25th**

**Please remember to attach electronic versions of your speaker pictures.**



# Presentation Equipment Request Form

## STANDARD SESSION ROOM EQUIPMENT:

- One projection screen
- One Projector (for projection of computer data and/or video)
- One microphone

**Computers are not provided.** If your presentation requires you to use a computer, please bring your laptop with you. For the most part, all equipment will be set to allow operation from the head table. Some rooms may have a different configuration.

**Internet access is provided.** Wireless internet access is available at the Fulghum Conference Center.

Facilitator Name: \_\_\_\_\_

Session Title: \_\_\_\_\_

- I will bring the following equipment for my session (please provide brand and projection requirements for laptop computers). **Please Note: if you are bringing a Mac you will need to provide the necessary cabling to use the overhead projector.**

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- I would like Richmond ATD to supply the following equipment not listed above. Richmond ATD cannot guarantee availability of additional equipment requested, but will make all attempts to do so. You will be contacted if we are unable to accommodate your request. You will be notified of availability and cost if applicable. **Please Note: If you should require any additional equipment once on-site, you will be responsible for the cost of that equipment.**

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- Special requirements for any physical limitation(s) you would need Richmond ATD to accommodate (please be specific).

Our audio visual equipment suppliers may contact you prior to the conference to confirm your requests. Please let us know of arrangements for set-up of any personal equipment that must be done on-site.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Typing Facilitator name above constitutes a signature)

Please complete and email to: David Younce, [David.Younce@RichmondATD.org](mailto:David.Younce@RichmondATD.org)

**Due Date: November 16, 2018**



## Handout Reproduction and Authorization Form

**NOTE:** PLEASE DO NOT SEND HANDOUT FILES THAT YOU DO NOT WISH TO BE INCLUDED ON THE Richmond ATD WEBSITE and/or EVENT APP.

Based on evaluations at previous conferences, we require facilitators to provide electronic handout(s) to accompany their presentations. In order to help you receive excellent ratings for your session and handouts, we will work with you to see that your handouts meet the expectations of Talent Development Practitioners conference participants. Richmond ATD staff will review the handouts you submit with this form.

Handout files should be no larger than 20MB per session. If there is more than one facilitator for your session, please coordinate with your co-facilitators and jointly submit one handout file no larger than 20MB. Handout files may be uploaded to a webpage so that conference attendees can download and copy content.

**Printed handouts will not be provided to attendees onsite.** If you feel that printed handouts are crucial to the success of your session, you should plan to print copies in advance. Contact David Younce at [David.Younce@RichmondATD.org](mailto:David.Younce@RichmondATD.org) or 804-218-9785 to get information about your room size and expected attendance in order to determine the number of handouts you may need to provide.

Facilitator Name(s): \_\_\_\_\_

Session Title: \_\_\_\_\_

- I have read and, to the best of my knowledge, followed the session handout production guidelines provided in the Facilitator Kit.
- I have ensured that my handout file meets the guidelines for content, format, length, and copyright. I now grant Richmond ATD and its designated providers the permission to reproduce my handout material on a royalty-free basis in the following manner: Provide to participants a link to Richmond ATD website and/or on the event app.

I hereby grant to Richmond ATD a non-exclusive, perpetual, irrevocable, royalty-free license and release to exercise all rights to whatever kind or nature now or hereafter protected by the Copyright Laws of the United States of America and all foreign countries in and to my handouts, pursuant to the Copyright License and Release form I am submitting to ATD with this Handout Reproduction Authorization Form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Typing Facilitator(s) name above constitutes a signature)*

**Please remember to attach an electronic copy of your proposed handouts.**

Please complete and email to: David Younce at [David.Younce@RichmondATD.org](mailto:David.Younce@RichmondATD.org)

**Due Date: November 16, 2018**