**2021 RHY National Grantee Training Call for Presenters Checklist**

Use this word document to gather and organize all necessary information in advance of submission. You will need to submit all information in one sitting. Please submit your application online no later than **Monday, August 16th 11:59 PM ET**.

## **Here’s what you’ll need for a successful proposal:Proposal CriteriaPresenter Contact Information**Presenter 1: (Lead presenter and Point of Contact):

* First Name
* Last Name
* Pronouns
* Organization or Company Name
* Email
* Mailing Address (standard fields)
* Phone
* Bio (info below)

Presenter 2:

* First Name
* Last Name
* Pronouns
* Organization or Company Name
* Email
* Mailing Address (standard fields)
* Phone
* Bio (info below)

Presenter 3:

* First Name
* Last Name
* Pronouns
* Organization or Company Name
* Email
* Mailing Address (standard fields)
* Phone
* Bio (info below)

Presenter 4:

* First Name
* Last Name
* Pronouns
* Organization or Company Name
* Email
* Mailing Address (standard fields)
* Phone
* Bio (info below)

**Presenter Bios**

*Submit a biography for each presenter that demonstrates why you’re awesome (and your expertise on the topic). Biographies will be between 50 and 75 words in third-person voice and will be used for workshop presenter introductions.*

For example:

Diamond is a graduate from the University of North Florida with a Bachelors of Art in Anthropology. She worked as a Street Outreach Worker in her hometown of Key West, Florida. With expertise in human trafficking, suicidality, trauma-informed care, and related areas, her aims are to support youth who are diligently working to understand the messiness of life. As a Youth Catalyst Team Consultant Diamond works to expand her knowledge, and continue promoting youth as catalysts of change.

**Youth and Young Adult Involvement**

Do any of your presenters identify as a youth or young adult (under age 26)?

[ ] Yes

[ ] No

[ ] Prefer not to answer

**Open field (100-word limit):** *Please share the ways in which youth and young adults have contributed to the development of the presentation content or topic.*

**Summary and Description**

* **Working title** (character limit of 60)
* **Summary** (open field limit 100 words)
* A summary, including objectives, which must align with the presentation outline and PowerPoint. The summary must be written in the third-person voice and is limited to 100 words.
* **Learning objectives** (open field limit 50 words--submit at least 3 learning objectives)
* **Session type** (Select all that apply)

[ ] 75-minute workshop session

[ ] 10-minute TEDx style talks

**This presentation addresses** (check all that apply):

[ ] Social and emotional well-being

[ ] Permanent connections

[ ] Education or employment

[ ] Safe and stable housing

[ ] Research-based, and evidence-informed approaches to prevention, intervention, and/or
 aftercare.

[ ] LGBTQ Youth

[ ] Youth of Color

**Audience and Level**

**Open field (50-word limit**): *Please provide a rationale explaining how the training applies to RHY grant programs and/or youth-serving professionals.*

**My session will benefit**: (select all that apply):

[ ] All FYSB RHY Programs

[ ] Street Outreach Program (SOP)

[ ] Basic Center Program (BCP)

[ ] Transitional Living Program (TLP)

[ ] Maternity Group Home (MGH)

[ ] Systems and Community Partners (e.g., child welfare, justice, education, mental health)

[ ] Youth and Young Adults

[ ] Other

**Content will be most appropriate for this level of audience** (select one):

[ ] People new to the topic (Introductory)

[ ] People experienced with the topic (Advanced)

[ ] Everyone (All levels of knowledge)

**Engaging Outline**

*Submit an outline that shows the structure of your session and how it will incorporate attendee participation. Examples include using polls, chat prompts, discussion (participants on video), reflection exercises, or other activities. Breakout groups are not available for workshop or TEDx style sessions.*

Upload an outline (PDF document)

**Presentation Slides**

Upload a slide deck in either MS PowerPoint, Google Slides, or Keynote.

**Presenter Criteria/Agreement**

**Selected presenters for the 2021 RHY National Grantee Training agree to**:

1. Provide documentation of expertise and educational credentials demonstrating their capacity and knowledge about the workshop topic, as requested.
2. Ensure approval from their agency/organization to present the proposed content during the 2021 National RHY Grantee Training (if applicable).
3. Submit content, presentations and supporting materials for review and approval by FYSB to ensure it is appropriate and aligned with the events objectives and established deadline.
4. Submit final 508-compliant PowerPoint and supporting materials within three weeks of notification of acceptance for review and approval.
5. Review the on-demand “Presenter Training Webinar” which will be available in Fall 2021.
6. Deliver a 75-minute workshop presentation (this includes content and questions), a plenary session or 10-minute TEDx style talk during the 2021 RHY National Grantee Training. The presentation must be consistent with the summary and outline submitted as well as address all stated objectives.
7. Be named/featured on the RHYTTAC website(s) and/or the national training program.
8. Sign a still/motion release form for the presenter and any co-presenter(s). This will permit RHYTTAC to take photos/moving images of the presenter(s) in digital and print forms and display them on the RHYTTAC and FYSB websites for promotional purposes.
9. Agree that any content, resources, or curricula presented in the workshops must be accessible to all attendees for no additional cost. Language or content designed to encourage grantees to purchase additional access to consultations or products is prohibited.
10. Respond to any follow-up information requests within 72 hours and be communicative regarding any changes in availability.
11. Allow your presentation to be made publicly available via the RHYTTAC eLearning site and RHYTTAC website.

[ ] **As the Lead Presenter I affirm these statements.** Checkbox to affirm the above statements

**Open field (limit 100 words) Anything else you want us to know about your submission?**

**Proposal Submission**

1. Submit your proposal online [here](https://www.tfaforms.com/4916122%27).
2. Once completed, a confirmation notice will be sent. If a confirmation notice is not received, this means the application has not been processed. Please contact the RHYTTAC at info@rhyttac.net.
3. Completed proposals, including all required criteria, must be received **no later than August 16, 2021 11:59 PM ET**.
4. If you have any questions or need assistance, please contact info@rhyttac.net.