



# Presenter Application

## District 25 2018 Summit

**Summit Theme:** Travel By Map; Everything I Ever Needed to Know I Learned from Muppets

**Location:** Norris Conference Centers – Fort Worth/Sundance Square, 304 Houston St, Fort Worth, TX 76102

**Summit Date:** November 10, 2018

**Application Due Date:** August 1, 2018

**Submit Application to:** [SpeakerApplication@D25toastmasters.org](mailto:SpeakerApplication@D25toastmasters.org)

**Submission Procedure:**

- Complete the Presenter Application below
- Review your application for completeness and accuracy
- Applications must include a digital portrait image (headshot, 150dpi resolution).
- You will receive an email confirming receipt
- Incomplete or late proposals will not be considered

## Summit Presenter Application

Presenter Contact Information	
Name	
Current TM Designation <b>(CC, ACB, DTM, etc.)</b>	
Address	
City, State, Zip	
Toastmaster Club Affiliation <b>(Club Name, #)</b>	
Current Club or District Office Held <b>(if any)</b>	
Preferred Phone Number <b>(Required)</b>	
Alternate Phone Number <b>(Optional)</b>	
Email Address <b>(Required)</b>	
Alternate Email Address <b>(Optional)</b>	
<p><b>Speaking Experience:</b> <i>List at least 3 speaking engagements within the past 2 years where you spoke to an audience of 20 or more participants, and <b>include the topic on which you spoke.</b></i></p>	
Topic	Name, Email and Phone# of Organization presented to:
1	
2	
3	
<p><b>References:</b> <i>List three references that we may contact to verify your speaking ability and experience. These references may include your fellow Toastmasters.</i></p>	
Name:	Email and Phone:
1	
2	
3	

**Proposed Presentation Title:** *Provide a creative and catchy title for your session that clearly describes the content of your presentation and will tie into the theme of the Summit: Travel By Map; Everything I Ever Needed to Know I Learned from Muppets*

**Proposed Presentation Objectives:** *In three brief sentences or less, describe what you will accomplish through your presentation.*

**Proposed Audience:** *Briefly describe the audience who would most benefit from your presentation.*

**Proposed Program Description:** ***In 75 words or less**, provide a summary of the content of your program. District 25 will use this for promotional purposes and in the Summit Program. **The District reserves the right to edit your description.***

**Presenter's Bio and Photograph:** *In 150 words or less*, provide a biography which District 25 will use for promotional purposes and in the Summit Program. This will also be the Facilitator's introduction to your presentation. You are welcome to state the name of your business, but do not include promotional wording (e.g., "the best real estate brokerage company"). **The District reserves the right to edit your biography.** Remember: Attach or insert a clear digital photographic portrait (head shot). Without it, your application will be incomplete.

**Identify Presentation Format Option 1 or 2 (Listed on Page 7)**

**Proposed Program Outline:** *This should be a **thorough outline of your entire program**, highlighting your key and support points and noting any activities, exercises, tools and material that you will use to reinforce your message. **Describe any handouts that you will make available.***

## SUMMIT PRESENTER INFORMATION

### Selection Process

- **Initial Review.** The Summit Education Committee will review all complete, timely-submitted proposals and choose the ones which best fit the educational goals of this Summit. All applicants will be notified of their status.
- **Candidate Interview: Conference Call.** Each applicant selected from the initial review will participate in a conference call interview with the Summit Education Committee to discuss the proposal.

**During this conference call**, the applicant will be asked to deliver the first few minutes of their opening, give an in-depth overview of the body of their presentation, and deliver their conclusion. They will also describe any exercises, visual aids and handouts they will use. The Committee will be looking for a smooth and enthusiastic delivery which uses all the Toastmasters speaking techniques. On this call, the Committee will offer feedback and answer questions. If no further reviews are necessary, the Committee, under the guidance of the District 25 Program Quality Director, will make the final selections and notify each applicant of their status **by August 26, 2018**.

### Proposed Topics

- HPL Showcase
- Advanced Communicator Gold Presentations
- Panels
- Mentoring
- Road to DTM
- Attracting and Recruiting new members
- Stepping into Leadership
- The Value of Procedure
- Toastmaster 101
- Making the most out of Evaluations
- Team Building
- Networking
- Job interviewing
- How to use Club Central
- How to use Base Camp
- Effective Meetings
- Professional Development
- Project Management for Speech Contests, TLI, Conference, and Summit

## **Presentation Format – Two Options**

Each Session will last 50 minutes with two options for the number and length of presentations during that session.

**Option 1:** 40-Minute Presentation

**Option 2:** 20-Minute Presentation with two presenters per session.

## **Presenter Responsibilities and Expenses**

- **Deadlines:** We work on a tight schedule and expect our presenters to proactively work with the Summit Planning Team to meet all deadlines.
- **Changes in Your Presentation:** The Summit Presentations will retain the content, format, audio/visual needs, and room set-up as originally proposed or revised during the selection process. If changes are required, they must be approved by Summit Education Chair Susan Gardner [susangardner@d25toastmasters.org](mailto:susangardner@d25toastmasters.org) prior to the implementation of the change(s).
- **Summit Registration:** Each Presenter is responsible for paying his or her Summit registration fee, and must be registered for at least the Summit Education Sessions within one week after notification of final selection OR four weeks before the Summit, whichever is later. The Summit Education Chair reserves the right to replace any Presenter who is not registered by that date.
- **Audio-Visual Equipment and Presentation Materials:** Each Presenter is responsible for notifying the Summit Education Chair what equipment they need for their session.
- **Speaker Fees:** Our Presenters share their expertise without expectation of payment.
- **Travel expenses:** We do not pay any travel expenses for education session presenters.
- **No Advertising of Products or Services:** Education Sessions are opportunities to share information and contribute to the Toastmasters community. They should not be considered a venue for direct promotion of a product or service or for monetary gain. Neither your presentation nor any visual aids or handouts should promote your product or service. *There is to be no advertising information about your business. **You may include your name/company name/phone number and website information on the last handout page as long as it is not an advertisement.***

**Session Facilitators:** The Facilities Committee will provide one or two Facilitators for each session. They will open your session with general announcements, introduce you, and close the session appropriately. They will also provide time control with stopwatch and signal light. You may ask for their assistance in other reasonable ways during your presentation.

**Please direct any questions or comments to  
Susan Gardner  
District 25 2018 Summit Education Chair**