



Professional Development Consortium

2018 Summer Conference

July 19–21, 2018 • Portland, Oregon
The Nines, a Luxury Collection Hotel

Request for Proposals

Submission Deadline: January 26, 2018

The 2018 PDC Summer Conference is an educational event where professionals in the legal industry gather to network and learn from their peers and colleagues. The conference will take place July 19–21, 2018 at the Nines Hotel in Portland, Oregon.

The PDC currently is developing a cutting-edge program to address the professional and business needs of its members. We encourage you to submit a proposal that will help the PDC provide content that our professionals will find enhances their knowledge and effectiveness in the field.

To submit an RFP, please complete the application and submit it to the PDC at info@pdclegal.org. You are encouraged to attach supplemental materials to your email, including a bio, resume, or list of past speaking engagements.

It is strongly preferred that proposals include a PDC member as a presenter or co-presenter. Sessions must be educational in nature rather than sales oriented. Sales pitches are prohibited.

The PDC will contact you regarding the status of your proposal after all submissions have been reviewed. We will be in touch with all potential presenters by the end of February.

If you have questions regarding the RFP process, please contact the PDC office at 703-506-2027 or email info@pdclegal.org.

Part I. Request for Proposal Application

Name of Applicant: _____

Title: _____

Employer: _____

Are you a PDC Member? Yes No

Program Title: _____

The preferred format for my session is (please select one):

- Keynote Traditional Session Roundtable Discussion
 Panel with moderator PDC Talk (10-15 minute TED-style talk)
 Other: _____

Other possible formats for my/our session include (select all that apply):

- Keynote Traditional Session Roundtable Discussion
 Panel with moderator PDC Talk (10-15 minute TED style talk):
 Other: _____

Session Description: In 100 words or less, summarize the content of your proposal and explain why this topic is relevant to PDC members. If your proposal is accepted, this description will be used to promote the session.

Learning Objectives (complete the sentence, "Following my presentation, participants will be able to..."):

1.

2.

3.

My presentation will incorporate the following methods of delivery (select all that apply):

- Case Study Facilitated Brainstorming Roundtable Discussion
 Panel Discussion Role Play Workshop
 Other: _____

Have you presented on the proposed topic before? Yes No

If yes, at what event(s)?

Are you open to this presentation being video and/or audio recorded? Yes No

For the following questions, please check all options which could be applicable to your presentation:

Time needed for program: 10-15 minutes (PDC Talk) 30 minutes (Roundtable Discussion)
 60 minutes 75 minutes 90 minutes

Audience experience level for program: Beginner Intermediate Advanced

Is there additional information you would like to provide about your proposal? (150 words or less)

Part II. Presenter(s) Information

Please submit the information only of speakers whose interest in and commitment to participating in the Summer Conference you already have confirmed. The maximum number of speakers permitted for each presentation is four.

Supporting documentation is encouraged, but not mandatory, for all speakers. You may attach any supporting documentation along with your application.

Optional supporting documents to submit as an attachment with the application include:

- *list of relevant past speaking engagements*
- *resume*
- *biography*

Total Number of Speakers: _____

If the proposed session is to be presented in a panel format, which speaker will moderate the panel?

Speaker 1 (Primary Contact):

Name: _____ Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Email: _____ Phone: _____

Is this speaker a PDC Member? Yes No

Please attach a brief speaker biography including relevant work and achievements (250 words or less):
Bios should be written in narrative form and include a few sentences containing biographical information that illustrates why the individual is qualified to speak on the specific topic. If the proposal is accepted, this biography will be used in the conference materials.

Speaker 2:

Name: _____ Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Email: _____ Phone: _____

Is this speaker a PDC Member? Yes No

Please attach a brief speaker biography including relevant work and achievements (250 words or less):
Bios should be written in narrative form and include a few sentences containing biographical information that illustrates why the individual is qualified to speak on the specific topic. If the proposal is accepted, this biography will be used in the conference materials.

Speaker 3:

Name: _____ Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Email: _____ Phone: _____

Is this speaker a PDC Member? Yes No

Please attach a brief speaker biography including relevant work and achievements (250 words or less):
Bios should be written in narrative form and include a few sentences containing biographical information that illustrates why the individual is qualified to speak on the specific topic. If the proposal is accepted, this biography will be used in the conference materials.