Request For Proposal to Speak

Arizona ALFA’s educational events goal is to deliver to assisted living providers and Industry Partners the opportunities for practical and up-to-date information and training on topics of importance to the industry. We are looking for high quality presentations to serve the senior housing industry in the state of Arizona.

The RFP process serves to identify speakers for Arizona ALFA educational trainings and annual conferences. As speaking opportunities emerge, Arizona ALFA will utilize the RFP’s to schedule presenters. Arizona ALFA along with the association’s Educational Events Committee will decide the best fit for the speakers and presentation topics. Applicants can submit proposals for multiple topics to speak on. Presenters will benefit from exposure through conference print materials, e-newsletters, website posted information, book signings(if applicable), and participation in the conference trade show. If you are chosen to speak, you will need to provide Arizona ALFA with a head shot, topic summary and biography for marketing purposes.

Please fill out the RFP and mail or email to:

Arizona ALFA
2345 E. Thomas Road, Suite 290
Phoenix, AZ. 85016

wharrold@azalfa.org
Arizona ALFA Request for Proposal

Speaker Name:___________________________________________

Company:________________________________________________

Address:_________________________________________________

City:_________________________ State: ___________ Zip: ___

Phone:_______________________ Email:_______________________

Years in Business:___________ Honorarium:__________________

Describe your business:_____________________________________

________________________________________________________

________________________________________________________

What makes you an expert in your field?_____________________

________________________________________________________

________________________________________________________

What is your experience in leading educational seminars?_______

________________________________________________________

________________________________________________________

Presentation Title:_______________________________________

Presentation Length:_____________________________________

Presentation Description(include 3-5 bullet points):_____________

________________________________________________________
Arizona ALFA Speaker Requirements

Conference or Educational Event: ______________________________
Speaker Name (please print): ________________________________

Audio Visual ~ please check your requirements:

Lavaliere microphone (available only at annual conferences)
Head table with microphones (for co-presenter sessions)
Flip chart

Requests must be received NO LATER THAN 3 weeks prior to the educational event. Please send an electronic copy of your Power Point presentation to Arizona ALFA. General and break-out sessions will be set-up classroom style, with podium and microphone. Stand-alone trainings will be set-up based on available seating at training site. You must provide your own laptop unless otherwise specified. It is suggested that you bring a back-up of your presentation on a jump drive.

Press Attending ~ We often have press attend our conferences, please check your preference and sign on the line:

I invite the press to attend my session ______________________
I do not wish to have the press attend my session _____________

Additional Requests or Special Considerations?

________________________________________________________________________
________________________________________________________________________