**A close up of a piece of paper

Description automatically generated**

**Session Proposal Submission Form**

The AFN Conference Organising Group (COG) are calling for Expressions of Interest to run a session for the 2020 online conference. This conference is an interim event until we meet face to face again in 2021. In order to determine the final program, proposals must be completed and submitted by **17 July 2020** to be considered for inclusion. Please email your session proposal in electronic format to [**2020afnworkshop@gmail.com**](mailto:2020afnworkshop@gmail.com)

Final selection will be based on

* how the session links to the conference themes.
* what skills participants can add to their Facilitation toolbox
* how the session will run as an online format

Sessions will be held at various times between 5 and 30 October 2020.

A second call for EOI will only take place if the program is not filled. The results of the session selection process will be communicated by 7 August 2020.

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| ------------------------------------------------------------------------------------------------------------------------  **Summary Information**  Name:  Mailing Address:  Telephone: (area/country code)  Email:  I consent to my image being used on the 2020 AFN conference website: . . . . . . . . .  Dated: . . / . . / . . |

#### Session Title:

**Presenter(s):**

**Organisation(s):**

**Description of Session -** including how it fits with the theme of the conference – “I am because you are”.

(200 words or less)

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**Learning Objectives**

What are the **learning objectives** of your session? What do you wish to teach/ impart/ share? Having experienced this session, what will participants be able to do / understand / write / explain / embody? A suggestion is to have five or less.

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## How will this session contribute to building our AFN community of practice?

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## Session Outline

Your session should demonstrate best-practice facilitation rather than a lecture.

Please outline the variety of ways in which participants will be engaged for each major element or section of the session.

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## Materials and Takeaways

What will you provide to session participants for their facilitation ‘tool kit’ that they can take away with them?

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## Logistics

What is your skill level for an online session use Zoom**?** Mark with

Experienced

Have run a couple of sessions

Have experience with online sessions but not using Zoom

Have not run a session

AFN will be using our Zoom account to set the session up. We are also planning to record the sessions. Please advise if this session can be recorded. Mark with

Ok to record

The session won’t translate well as a recording (eg: movement rather than verba l)

I don’t give permission to record

AFN can provide a virtual assistant to assist with the production of the session. This includes running the back end of zoom, spotlights, zoom rooms, sharing of screens/audio. Please let us know if you would like help. Mark with

Yes please, I need help

I don’t fully understand what help is available but would like to find out more

Would like to be made ‘host’ of my session but I still need some assistance

Would like to be made ‘host’ of my session and run the session myself.

Is there anything else you’d like to tell/ask us about your online session?

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What **other support**, if any, will you need to make your session run smoothly?

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**Workshop length** (choose one and mark with )  
 60-minute Session

120-minute Session

Other

**Preferred time/day of the session**. Mark with

8am AEDST

10am AEDST

12 noon AEDST

2pm AEDST

7pm AEDST

Monday

Tuesday

Wednesday

Thursday

Friday

\* Please note that daylight savings commences on 4 October 2020.

**Are there any dates that you are not available?**

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**Attendee demographic**

In order that participants may select a workshop according to their needs and / or interests, which facilitators would get the most from participation?

Emerging in the facilitation world

Still developing

Wisdom Keepers

All

Is there a minimum or maximum number of attendees for your session?

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**Session Leaders**

Please attach or include a brief biography for each session leader, indicating your experience with the subject matter and in leading workshops. We would also like to know about your professional facilitation experience - your clients, specialties and/or the industries in which you work. If you are not a facilitator, please tell us a bit about your experience in your field.

**Presenter 1** – Biography for Conference program (100 words or less) please attach a photo

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**Presenter 2** – Biography for Conference program (100 words or less) please attach a photo

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**CHECKLIST – Have you completed?** Mark with

Required contact information – so we can reach you

Detailed session outline – inserted into the document

All sections of the proposal

In completing your proposal, please use a minimum font size of 12 point

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