



Hilton Palacio del Rio • San Antonio, Texas

## CALL FOR PROGRAM PROPOSALS

NAP’s National Training Conference is an opportunity for parliamentarians at all levels of experience and knowledge to engage in formal and informal learning experiences that further their professional development, individual productivity, and organizational effectiveness.

The National Training Conference workshop coordinators invites you to share your insights, experience, and parliamentary expertise as a presenter. They request presentations that are appropriate for all knowledge levels. The goal is to provide parliamentarians a chance to gather and discuss the key role of parliamentary procedure in democratic decision making in today’s organizations.

As you consider your presentations, the [NAP Body of Knowledge](#) must be the foundation for which to plan and present your expertise and knowledge. Include the [NAP Body of Knowledge](#) in each presentation, because it will continue to define what our profession is and should be. It provides consistency on how things are approached and learned and considers the breadth of diversity related to how parliamentary procedure may be used.

### TIMELINE

Thank you for your interest, expertise, and time to submit an education proposal for consideration. So that you can plan accordingly, please make note of the overall timeline.

- Review Rules of Engagement: **Now**
- Review Areas of Consideration: **Now**
- Proposals Deadline: **Feb 1, 2024**
- Selection Notification: **Apr 1, 2024**
- Presenter Agreements Due: **Apr 15, 2024**
- Session Materials Due: **Aug 9, 2024**

## RULES OF ENGAGEMENT

- **All proposals must be submitted using the online [proposal submission form](#), no exceptions.** Think quality over quantity. You may submit up to two proposals.
- **Plan your submission in advance.** We suggest that you first collect your thoughts for your proposal before going to the online form.
- **The primary point of contact (POC) is the person submitting the proposal.** NAP will communicate with the POC, who must then share information as needed with co-presenters.
- **Use clear, error-free language.** Session and workshop proposals require clear and concise titles (limit 10 words), persuasive outcome-focused description (limit 50 words), and three action-oriented and well-thought-out learning objectives/take-aways that answer the prompt “after this participant will be able to....” NAP retains the right to modify titles and descriptions during copy editing for marketing purposes.
- **Don’t underestimate the importance of session/workshop format.** Adult learning theory suggests that the best learning environments are the ones that are collaborative and use a problem-based approach.
- **All accepted presenters must adhere to published deadlines.** You must be committed and responsive to working with NAP to deliver exceptional service by adhering to deadlines, including submission of program materials not less than six weeks prior to the start of the conference for review/approval and inclusion in the conference app and website.
- **All accepted presenters must observe intellectual property rights.** Presenters must ensure that information, illustrations, and images contained in presentations, related materials, or visual aids shall be factual and not be misleading and will not violate the intellectual property or copyrights of any third party. Written documentation of ownership or permission must be provided upon request and is required for all video and television/film-related imagery.
- **All presenters must register.** All presenters are responsible for their event registration and all individual travel costs.
- **Presenters will be awarded Continuing Education Credits.** All presenters will be awarded CEU credits at 1.25 X 3 for a total of 3.75 CEUs.
- **All accepted presenters must sign the NAP Speaker Agreement.** The Speaker Agreement covers the terms of the engagement between NAP and the accepted presenter. (See NAP Speaker Agreement Terms and Conditions on page 4).

## QUESTIONS?

Questions regarding the process should be directed to the Workshop Coordinator Edwin Miles, PRP, at [workshops@nap2.org](mailto:workshops@nap2.org).

# AREAS OF CONSIDERATION

## 1. CONTENT

As you reflect on your program proposal, please consider the following topic areas. While proposals may address more than one area, please select the one that best fits. The following example topics are intended to help you develop/plan, but additional ideas are welcome and encouraged.

- **Motions and Meeting-Related**
  - **Procedures** – everything parliamentarians need to know about handling motions and their role in meetings
- **Governing Documents** – what they are and how to interpret them; procedures for adopting, amending, revising, or rescinding them
- **Serving as a Parliamentarian** – roles and responsibilities of the meeting parliamentarian
- **Business and Professional Standards** – managing and growing a parliamentary consulting practice
- **Governance** – includes parliamentary procedure in various types of governance structures; committees; rights and responsibilities of boards and their individual officers and members
- **Technology** – using technology to ensure democratic decision making, organizational and meeting effectiveness

## 2. LEARNING FORMATS

- **General Presentation/Workshop (75 minutes)** – A formal presentation usually given by 1 or 2 presenters

- **Panel Presentation (75 minutes)** – A discussion with 1 moderator and up to 3 panelists presenting perspectives around a specific topic.
- **Masterclass (3 hours)** – An in-depth workshop given by 1 or 2 presenters for practical instruction to enhance participants' capabilities and critical skills.

## 3. KNOWLEDGE LEVELS

NAP organizes content into three knowledge levels related to prerequisite learner knowledge, instructional techniques, and complexity of the learning objectives.

- **LEVEL 1 – FOUNDATIONAL:** Courses provide broad information, awareness and understanding of a topic with limited or no prior knowledge or experience of the subject required. These workshops are appropriate for individuals new to parliamentary procedure.
- **LEVEL 2 – INTERMEDIATE:** Courses focus on extensive application, comprehension, and implementation with in-depth material or explanation by the instructor, preparing learners to exhibit a definitive skill. They are highly interactive and require the learner to be more engaged. These workshops are appropriate for individuals with some knowledge and experience in the subject area.
- **LEVEL 3 – ADVANCED:** Courses focus on problem identification, analysis, and solutions. They are highly interactive and are appropriate for parliamentarians with significant expertise, knowledge, and experience.



## NAP Speaker Agreement Terms and Conditions

The following terms and conditions apply to all sessions and speakers selected by the National Association of Parliamentarians (NAP).

### 1. PERFORMANCE

Speaker will present the proposed session and shall:

- 1.1 Acquire third-party permissions as needed for materials submitted including but not limited to music, video, or other media shown.
- 1.2 Agree that none of the material contained in the presentation will violate or infringe upon the proprietary or statutory rights of any person or entity, including but not limited to copyright, trademark, patent, or intellectual property rights.
- 1.3 Agree that the presentation material is factually correct and does not constitute an invasion of anyone's right to privacy and will not libel, slander, or defame anyone in making the presentation.
- 1.4 Agree that presentation and materials will not include any form of promotion of Speaker, Speaker's organization, Speaker's products/services in any way.

### 2. FINANCIAL

Speaker is responsible for all expenses including but not limited to transportation, event registration, and lodging associated with presenting the session set forth in the Agreement at the Event.

### 3. Recording and Distribution of Educational Sessions

- 3.1 As part of NAP's continuing education program, sessions may be recorded and made available to participants, members, and other industry professionals in various formats (including, but not limited to, audio, video, live streaming, archived sessions, etc.). In the event that attendees capture and/or stream audio and video ("Capture"), NAP is not responsible for such Capture or for any subsequent use or posting of such Capture.
- 3.2 Speaker grants NAP a non-exclusive license to use their name, voice, photograph, and biography in connection with the presentation and any other materials (program, website, social media, etc.) for event and session promotion, archival purposes, etc.
- 3.3 Speaker agrees to follow all deadlines to provide presentation slides and potential handouts that may be associated with content archiving.
- 4.5 Speaker agrees to the content capturing and archiving of their session.

### 4. NON-DISCRIMINATION

NAP prohibits discrimination, harassment, or bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status, or any other

characteristic protected by law. NAP expects that the Speaker shall maintain an environment free of discrimination, including harassment, bullying, or retaliation when and wherever those individuals are conducting NAP business or participating in NAP events or activities.

## **5. TERM**

This Agreement is in effect until cancelled by either party as set forth in the Agreement; or until the Speaker has completed the delivery of the session.

## **6. CANCELLATION AND FORCE MAJEURE**

6.1 Speaker agrees to notify NAP's workshop coordinators immediately in the event that an emergency should prevent them from meeting their obligation as a session panelist. Any substitution for a new speaker shall require NAP's written consent.

6.2 Notwithstanding any other provision of this Agreement, in the event that the performance of any obligation under this Agreement by either Party is prevented due to Acts of God, exchange controls, import or export controls, any other Government restriction, wars, hostilities, blockades, civil disturbances, revolutions, strikes, terrorist attacks, threat of terrorist attacks, national health emergencies which impede travel and/or prevent public gatherings, lockouts or any other cause beyond the reasonable control of a Party, such Party shall not be responsible to the other Party for failure or delay in its performance of its obligations under the terms of the Agreement. Each Party shall promptly notify the other Party of such force majeure condition.

## **7. MUTUAL HOLD HARMLESS CLAUSE**

Each party shall indemnify and hold harmless the other party and its respective officers, directors, employees, and volunteers from and against damages, liabilities and reasonable costs and expenses, including reasonable legal fees incurred in connection therewith arising from the negligence, misconduct, or breach of this agreement of the indemnifying party or its agents or employees.

## **8. COVID-19 RELEASE AND WAIVER**

Speaker agrees to assume all risks and accepts sole responsibility for any injury or illness (including without limitation personal injury, illness, death, disability, damages, liabilities, and reasonable costs and expenses, including medical expenses and costs and legal fees) to Speaker that Speaker may experience or incur in connection with the Engagement. Speaker hereby releases, covenants not to sue, discharges and holds harmless NAP from any and all claims relating in any way to COVID-19 that might arise from, during, or after the Engagement.

## **9. ARBITRATION**

Any and all claims, controversies disputes, actions, or demands arising out of or in any way related to the Agreement or the enforcement thereof, shall be subject to exclusive jurisdiction of courts seated in the District of Columbia.

## **10. GOVERNING LAW**

This Agreement shall be governed by, and be construed in accordance with, the internal laws of the District of Columbia without giving effect to any choice or conflict of law provision.

## **11. EFFECTIVENESS**

This Agreement shall not become effective until signed by both Parties.

## **12. MODIFICATION OF AGREEMENT**

This Agreement may be supplemented, amended, or modified only by the mutual agreement of the

parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by all parties.

**13. SEVERABILITY**

The provisions of this Agreement are severable, and the invalidity of one or more provision shall not affect or limit the enforceability of any remaining provision. Should any provision be held unenforceable for any reason, then such provision shall be modified and enforced to the maximum extent permitted by law, and if such provision cannot be modified, it shall be severed.

**14. AUTHORITY**

Each signatory to the Agreement expressly warrants that they have the authority necessary to execute this Agreement and thereby bind the Party on whose behalf each signatory purports to execute this Agreement.

**16. SIGNATURE**

- 16.1 The Speaker understands their invitation to participate can be revoked at NAP's sole discretion if the Speaker fails to comply with any of the above obligations
- 16.2 Speaker acknowledges they have read and understand this document and what it means with respect to their participation.
- 16.3 Speaker warrants, represents, and agrees that they have the full power and authority to enter into this agreement; and has obtained all necessary permissions or licenses from any necessary individuals or organizations prior to the Speaker's presentation.