

Ignite the Magic: Honoring Our Legacy, Inspiring Our Future

CALL FOR PROGRAM PROPOSALS

The National Association of Parliamentarians, through its National Training Conference, invite you to share your insights, experience, and parliamentary expertise as a workshop presenter. The coordinators request presentations that are appropriate for all knowledge levels. The goal is to provide parliamentarians with a chance to gather and discuss the key role of parliamentary procedure in democratic decision making.

As you consider submitting a proposal, 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 grounds us in the expectations of how procedure is approached and learned.

Please identify which workshop track your presentation should be slotted in: (A) Foundational Parliamentary Knowledge, (B) Applied Parliamentary Skills or Expert, or (C) Parliamentary Consulting

KNOWLEDGE LEVELS

Beginner Level - Foundational Parliamentary Knowledge
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.

Intermediate Level - Applied Parliamentary Skills
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.

Advanced Level - Expert Parliamentary Consulting
Courses focus on problem identification, analysis, and solutions. They are highly interactive and are appropriate for parliamentarians with significant expertise, knowledge, and experience.

TIMELINE

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

- Review Rules of Engagement (pg. 2): **Now**
- Review Areas of Consideration (pg. 3): **Now**
- Deadline for Proposals: **March 10, 2026**
- Selection Notification: **Apr 1, 2026**
- Presenter Agreements Due: **May 8, 2026**
- Session Materials Due: **July 24, 2026**

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 Tyna Davis, PRP, at 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.

- **BEGGINER LEVEL – 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.
- **INTERMEDIATE LEVE – 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.
- **ADVANCED LEVEL – ADVANCED:** Courses focus on problem identification, analysis, and solutions. They are highly interactive and are appropriate for parliamentarians with significant expertise, knowledge, and experience.

Visit the Body of Knowledge online

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www.parliamentarians.org | www.facebook.com/parliamentarians

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. **ENGAGEMENT**
   The speaker will present the agreed-upon educational session at the 2025 NAP Leadership Conference ("Event") on August 25-30, 2026. This AGREEMENT is made between the National Association of Parliamentarians (NAP) and the Speaker signing this agreement as of the date the Agreement is signed.

2. **PERFORMANCE**
   Speaker will present the session set forth in the Agreement and shall:
   - 2.1 Acquire third-party permissions as needed for materials submitted including but not limited to music, video, or other media shown.
   - 2.2 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.
   - 2.3 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.
   - 2.4 Agree that presentation and materials may be branded with the Speaker's organization and/or service logo(s), but will not include any form of promotion or advertisement of Speaker, Speaker's organization, Speaker's products/services in any way. If the event coordinator(s) have issued a uniform template for all speakers to use, the uniform template may be co-branded with the Speaker's organization and/or service logo(s).

3. **FINANCIAL**
   Speaker is responsible for expenses associated with presenting Speaker's session as set forth in this Agreement.

4. **RECORDING AND DISTRIBUTION OF EDUCATIONAL SESSIONS**
   - 4.1 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, 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.
   - 4.2 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.
   - 4.3 Speaker grants NAP a non-exclusive license to use a video recording of the Speaker's presentation and any handout materials (collectively "Speaker Property") in any manner NAP deems appropriate, including, but not limited to, the reproduction, distribution, creation of derivative works, and display on

NAP digital assets of Speaker Property, with NAP retaining the proceeds derived from such distribution and use of speaker property. Recorded sessions will remain available for use through NAP's online continuing education program at NAP's discretion.

4.4 Speaker agrees to follow all deadlines to provide potential materials that may be associated with content archiving.

5. 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.

6. 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.

7. **CANCELLATION AND FORCE MAJEURE**

7.1 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 of a new speaker shall require NAP's written consent.

7.2 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.

8. 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.

9. ARBITRATION

In the event of any and all claims, controversies, disputes, actions, arising out of or in any way related to the agreement, either party may request arbitration of the dispute before the American Arbitration Association (AAA). The parties agree to the exclusive jurisdiction and venue of the AAA for resolution of all disputes related to the agreement. This means that neither party shall initiate an action in D.C. Superior Court, or any other court, for the purpose of resolving the dispute. Following arbitration, if necessary, D.C. Superior Court, or any other court, may be used for enforcement of an arbitration award.

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.

15. SIGNATURE

15.1 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.

15.2 Speaker acknowledges they have read and understand this document and what it means with respect to their participation.

15.3 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.