



REQUEST FOR WORKSHOP PROPOSALS

NH NONPROFIT CONFERENCE & EXPO – MAY 15, 2025

DEADLINE: NOVEMBER 30, 2024

PURPOSE

The NH Center for Nonprofits is seeking proposals for workshops to be presented at its NH Nonprofit Conference & Expo to be held on May 15, 2025. This is a competitive process, and we will select workshops that comprise a balanced program. Please read this RFP thoroughly as it provides important information and instructions for your workshop proposal.

CONFERENCE INFORMATION

OVERVIEW:

The goal of the Nonprofit Conference & Expo is to provide a variety of skill-building workshops on a variety of relevant topics for staff, board members and skilled volunteers involved in New Hampshire nonprofits. We encourage proposals that support creativity and innovative practices while providing an interactive component rather than those that consist solely of a lecture style. We encourage proposals that are mindful of and address diversity, equity, and inclusion.

CONFERENCE AUDIENCE:

- 350+ nonprofit and business professionals
- Attendees will represent a wide range of organizations from various nonprofit sub-sectors, regions, and organization sizes.

GENERAL WORKSHOP INFORMATION

The Center is seeking proposals for approximately 28 workshop slots. We are looking for presentations that provide relevant, actionable information that nonprofits can implement in their organization right away and address the latest trends and most pressing issues faced by the nonprofit sector today.

Any workshop that supports building, expanding, or enhancing a nonprofit's operations and/or capacity will be considered. Nonprofit leaders/staff interested in presenting a workshop based on their experiences and expertise are encouraged to submit a proposal.



WORKSHOP ELEMENTS:

Please take note of these suggested workshop elements as you plan your workshop proposal; we will consider these as we make our final workshop selections.

- **Goals of the Workshop:** Identify participant outcomes.
- **Encourage Active Learning:** Identify methods you will use to encourage active learning (participatory) versus passive learning (listening).
- **Practical Tools:** Identify practical tools participants will be able to take back to their organization and implement.
- **Best Practices/Relevant Research:** Identify best practices and/or research that will help participants be leaders within their organizations. Consider how diversity, equity, and inclusion factor into the topic.
- **Supporting Materials:** Identify any supporting materials such as a handout or resource that may be provided to participants.
- **Q&A:** Identify how you will incorporate questions from participants.

EVALUATION CRITERIA:

- Preference will be given to presenters who are current members of the NH Center for Nonprofits. ([Member directory available here.](#))
- Topic can be covered in 75 minutes
- Introduce innovative concepts or tools
- Provide practical, ready-to-use strategies and skills
- Effectively engage attendees with interactive elements
- Clear and compelling titles and descriptions
- Presentation is NOT an advertisement or sales presentation. We ask that presenters limit promotion of themselves and their businesses/organizations to their introduction and their contact information on handouts. We request that presenters do not directly solicit work or solicit input unrelated to the presentation topic. If you have a product or service to share with the sector, please review [sponsor/exhibitor opportunities](#).

LOGISTICS:

- Workshops will be scheduled for 75 minutes.
- The conference agenda will provide 4 breakout blocks. 7 workshops may be held in each block.



- The Center will provide a screen and a projector. You will be responsible for all other materials including laptops, flip charts, and any adaptors needed to connect your laptop to an HDMI port.
 - In an effort to be “green”, we will not be photocopying materials. If you feel they are necessary, you will be asked to provide your own handouts. We will provide a digital folder where session materials can be uploaded for all conference attendees.

COMPENSATION:

No stipends are available for facilitating a workshop. Lunch will be provided for all presenters as well as complimentary conference registration. Workshop presenters are listed on the NH Center for Nonprofits’ website conference page and in the program book. With an audience of over 350 nonprofit staff, board members and skilled volunteers, the conference is a great opportunity to highlight yourself and your organization. For nonprofit professionals, presenting at the conference may also be viewed as a professional development opportunity.

REQUIREMENTS FOR SPEAKERS:

- All presenters are encouraged to attend the full conference.
- Presenters will provide a workshop title, workshop description, photo and biography for marketing purposes.
- Presenters will promote participation in the event on their social media sites.
- Presenters will coordinate with staff regarding any special needs.
- Presenters will grant permission for online distribution of presentation and supplemental resource material to conference attendees.
 - If you wish to distribute copyrighted information in your supplemental resource materials, it is your responsibility to obtain the necessary permission. Such materials will be distributed only if they are submitted with the publisher’s written permission attached.

TO SUBMIT A PROPOSAL:

- Log in to your account at <https://www.nhnonprofits.org/>
- If you do not have an account, please create one [using the instructions here](#).
- While logged in, navigate to www.nhnonprofits.org/nh-nonprofit-conference-expo-rfp and click the button “**Submit Proposal**”.
- You may begin responding to the questions and, at any point, click “Save Draft” to save your work and exit.



- To resume working on your proposal, log back in and return to the RFP form to view your saved work and complete and submit your proposal. Please be sure to do so no later than November 30.
- If you plan to submit proposals for more than one workshop, please complete and submit your first workshop proposal before beginning responses on the second one.

QUESTIONS & ADDITIONAL INFORMATION

Please contact Kelly Wing at kwing@nhnonprofits.org with any questions.

All workshop proposals must be submitted by November 30, 2024.