

# THE 2022 IOWA DOWNTOWN CONFERENCE CALL FOR PRESENTORS

The Iowa Economic Development Authority's Iowa Downtown Resource Center will present the annual Iowa Downtown Conference August 2-3 in Pella.

The Conference is the state's premier conference for professionals and volunteers involved in downtown and historic commercial district revitalization in Iowa. General sessions, concurrent breakout sessions and hands-on educational training will occur throughout the two-day conference, as well as informational tours, networking opportunities and an exhibit hall.



## SCOPE OF SERVICES

If you have a high-quality presentation that is appropriate for downtown/Main Street district professionals and volunteers, we urge you to consider submitting a session proposal. Breakout sessions are one-hour. In-depth sessions are 2 hours, 15 minutes.

## TIMELINE

January 31 — PROPOSALS DUE ONLINE by noon

February 21 — NOTIFICATION OF SELECTION via email

AUGUST 2-3 — IOWA DOWNTOWN CONFERENCE IN PELLA

## COMPENSATION

Costs of preparation of the proposal are solely the responsibility of the applicant.

The success of this conference is dependent on the expertise offered to attendees by volunteer presenters. **Presenters will receive a complimentary registration (\$150 value)** and upon request and submission of receipts, additional compensation will include either:

- Lodging (one night at a pre-approved location and not to exceed conference rate) **OR**
- Mileage (roundtrip @ \$.39/mile)

For professional trainers and service providers, being selected as a workshop presenter should be considered an opportunity to connect with potential future clients.

## APPLICATION INSTRUCTIONS

Please use the online form to submit a session proposal:

[https://www.surveymonkey.com/r/CallforPresenters\\_2022\\_IDC](https://www.surveymonkey.com/r/CallforPresenters_2022_IDC)

- Want to review the form before you proceed? A pdf is available [here](#).
- All "required" fields in the online form must be completed.
- You will be asked to upload bios and photos for all presenters.

## **PUBLIC INFORMATION**

All submitted proposals may be treated as public record unless the applicant requests the information be treated as confidential in accordance with the public records laws of the State of Iowa at the time the proposal is submitted.

## **SUBMISSION REQUIREMENTS**

The applicant agrees:

- Staff may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party;
- It will not bring any claim or have any cause of action against the committee based on any misunderstanding concerning the information provided herein or concerning the failure, negligent or otherwise, to provide the applicant with pertinent information as intended by this "Call for Session Presenters."

## **EVALUATION**

Proposals will be reviewed by the Iowa Downtown Conference Planning Committee, which will consider all information provided in the proposal when making selections and may consider relevant information from other sources.

Selections will be made using the following criteria (listed in no particular order):

- Completeness of proposal submission
- Relevancy of the presentation to the audience

The Iowa Downtown Conference Planning Committee reserves the right to utilize program staff, committee members and other professional contacts as trainers/facilitators for any session planned for the conference, with or without submission of a proposal at any time.

## **QUESTIONS?**

Carol Lilly at [carol.lilly@iowaeda.com](mailto:carol.lilly@iowaeda.com) or 515.348.6177

Feel free to share this message if you've heard someone present at a conference or workshop that you feel would be a great addition to the Iowa Downtown Conference schedule.