**Request For Proposals**

**Submission Deadline: March 31, 2023**

**Texas Labor Management Conference**

**Wednesday, June 21, 2023; 1:00 PM – 4:30 PM**

**Thursday, June 22, 2023; 8:30 AM – 4:30 PM**

**Friday, June 23, 2023; 8:30 AM – 11:30 AM**

**San Antonio Hyatt Regency Riverwalk**

**San Antonio, Texas**

**Proposal Form**

Please submit your proposal in Microsoft Word format using this form. Do not submit read-only PDFs. If you have more than one proposal, use a separate form for each. All written information submitted may be used by the TXLMC Program Committee to make programming decisions and for use in published promotional materials. Please take care to edit your submission carefully.

Workshops should support the theme in some way and are 1 hour and 15 minutes in length. We are a non-profit and cannot pay for workshop speakers, but if you are chosen as a presenter, you may attend at no charge on the day of the workshop and are invited to attend the Hall of Fame luncheon also held that day.

1. **Presenter(s)**Please provide the information requested below. If your proposal includes more than one presenter, copy and complete this page separately for each program presenter and identify one of the presenters as the coordinator of your program.

**Name:** Click here to enter text.

**Presenter and Coordinator** (single contact)

**Presenter**

**Coordinator**

**Organization:** Click here to enter text.

**Address:** Click here to enter text.

**Telephone:** Click here to enter text.

**Email:** Click here to enter text.

**Website:** Click here to enter text.

**Biography (Max. 150 words):**

Any biographical information you provide may be used in conference materials, if your proposal is accepted. You may also submit a CV as an attachment to supplement your biographical information. Consider submitting a photo for our website.

|  |
| --- |
| Click here to enter text. |

**Prior Presentation Experience:**

Describe relevant past experience for the committee to consider. You may insert URL links or attach a separate page.

|  |
| --- |
| Click here to enter text. |

1. **Proposed Program**

**Emphasis area(s) of your program** (select all that apply):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Med-Arb |  | Government |
|  | Arbitration/Practice Tips |  | Intercultural/Diversity |
|  | Communication |  | Mediation |
|  | Public Policy |  | Neuroscience |
|  | Conflict |  | Ethics |
|  | Employment/Workplace |  | General Practical Collaboration Tools |

Other: Click here to enter text.

**Program Title:**

Please provide three (3) alternative program titles for use in conference materials (15-word maximum per title).

|  |
| --- |
| Click or tap here to enter text. |

**Program Description:**

Please provide a short program description for use in conference materials (50-word maximum).

|  |
| --- |
| Click here to enter text. |

You may provide a more detailed description of your program, no longer than one page, to more fully describe your proposal to the committee (and which may be used in conference materials).

|  |
| --- |
| Click here to enter text. |

Has the proposed program been presented before?  
 Yes  No

If yes, where and when? Click here to enter text.

Have any presenters for this program spoken at a prior Texas Labor Management Conference?  
 Yes  No

If yes, whom, where and when? Click here to enter text.

**Program level** (select all that apply):

Basic  Intermediate  Advanced

1. **Presentation Style** (select all that apply):

|  |  |
| --- | --- |
|  | Solo Presentation and Discussion Hybrid |
|  | Solo Presentation |
|  | Panel Presentation |
|  | Panel Discussion |
|  | Roundtable Sessions |
|  | Highly Interactive |
|  | Other: Click here to enter text. |

1. **Audio/Visual and Technology Requirements**

|  |
| --- |
| Click here to enter text. |

**Notification of Selection**

The TXLMC Program Committee will review all proposals received **by March 31, 2023**. Everyone submitting a proposal will be notified of their status **by April 17,2023.**

**Send your proposal by e-mail to:**

**texaslabormanagement@gmail.com**

**Note: your e-mail subject line must read: “TXLMC Conference RFP”**