



Question List for Speaker Proposals:

You may find it helpful to download this document to preview the questions and prepare your responses, before returning to submit your proposal.

Table of Contents:

1. Recommendations for Speakers
2. Speaker Information
3. Keynote Speaker Questions
4. Panel Speaker Questions
5. Panel Moderator Questions
6. Workshop Presenter Questions
7. Roundtable Facilitator

Recommendations for Speakers

1. Your full name:
2. Your email address:
3. Your phone number:
4. Are you a current REACH Member?
5. Full name of person you are recommending:
6. Company and Position/Title of person you are recommending (if applicable):
7. Email of person you are recommending:
8. Phone of person you are recommending:
9. What type of session are you recommending this person for:
 - a. Keynote Speaker
 - b. Workshop Presenter
 - c. Panelist
 - d. Panel Moderator
 - e. Roundtable Facilitator
10. Have you seen this person speak in the selected capacity before? (i.e. as a keynote speaker, workshop presenter, etc.)
11. Describe the areas of expertise or topics the presenter can speak to. Please include any past workshop or session titles.
12. Please add links to websites and/or videos that share information or speaking experience about the person you are recommending:
13. We may contact the person you recommended in the next several weeks. May we include your name as the person who recommended them?

If you are recommending a speaker, you will only provide the information on this page.



Speaker Information

1. First Name:
2. Last Name:
3. Please share your pronoun(s): This information is not included in our Conference materials; we ask to ensure we are inclusive in our communications to you directly.
4. Email Address:
5. Phone Number
6. Mailing Address
7. Company and Position Title:
8. Are you a current REACH Member?
9. Short Biography (written in 3rd person, max 100 words): We will use this biography in Conference marketing materials, program, and website.
10. LinkedIn Profile URL
11. What is your gender identity?
 - a. Woman
 - b. Man
 - c. Non-Binary
 - d. Prefer not to answer
 - e. Other (please specify)
12. What is your racial and ethnic origin? Please select all that apply.
 - a. American Indian or Alaskan Native
 - b. Asian/Asian American
 - c. Black or African American
 - d. Hispanic or Latinx
 - e. Middle Eastern or North African
 - f. Native Hawaiian or Pacific Islander
 - g. White
 - h. Prefer not to answer
13. What is your age group?
 - a. 25-34
 - b. 35-44
 - c. 45-54
 - d. 55-64
 - e. 65+
 - f. Prefer not to answer
14. Please upload your resume or curriculum vitae.
15. Please upload a high-resolution headshot
 - a. Headshot: head & shoulders, 300 dpi/high resolution, 2.5 inches by 2.5 inches



Keynote Speaker Questions

We host two keynote sessions during our Conference: one opening keynote in the morning and one closing keynote during the afternoon. The audience includes all attendees and the content should broadly apply across industry, job function, age, career level, life stage, and lived experiences.

Over 600 attendees will be present, seated in roundtables in a ballroom style convention center.

We encourage you to explore differing formats for delivery. The session can include a slide deck, audience interaction, and full AV functionality.

1. What is the title of your Keynote Address?
2. Please provide a Working Description. Please share what conference participants can expect to learn. Limit to 200 words or less.
3. Please list the topics that your Keynote Address will explore.
4. Describe how your Keynote Address will directly apply to the conference theme of *relational intelligence*.
5. Describe how your Keynote Address will connect to REACH Women's Network's *mission of advancing economic development and promoting gender equity by raising the collective voice of women in the workplace*.
6. Please share any links to videos of you speaking. It is not required for the videos to be on this specific topic.
7. If you are a professional speaker, please provide your speaking rate for a 1-hour keynote. If easier, you may upload your rate sheet below.
 - a. Please upload your speaking rate sheet.



Panel Speaker Questions

During breakout sessions, we will host **four Panel Discussions** to **inspire learning through storytelling** and **raise the collective voice of women** in the workplace.

Each panel will include one moderator and 3-4 panelists.

You can expect between 100-150 attendees.

We create panels to include the widest possible representation of ideas on the selected topic.

Each panel will participate in 2-3 preparation sessions leading up to the conference.

REACH Staff will schedule these meetings around panelist and moderator availability.

1. Select the panel topic on which you are applying to speak:
 - a. Ageism
 - b. Career Change
 - c. Caregiving and the Sandwich Generation
 - d. Entrepreneurship
 - e. Equitable Workplace Policies and Practices
 - f. Leadership
 - g. Working Motherhood
2. Describe your speaking style in three adjectives.
3. Please describe one panel in which you participated as a speaker in the past.
4. Drawing from your knowledge, expertise, and experience, what are three key points that you would share on the selected panel topic?
5. If you have recommendations for fellow panel speakers on this topic, please list their name here. These recommended speakers will still need to complete a panel speaker submission in order to be considered.



Panel Moderator Questions

During breakout sessions, we will host **four Panel Discussions** to **inspire learning through storytelling** and **raise the collective voice of women** in the workplace.

Each panel will include one moderator and 3-4 panelists.

You can expect between 100-150 attendees.

We create panels to include the widest possible representation of ideas on the selected topic.

Each panel will participate in 2-3 preparation sessions leading up to the conference.

REACH Staff will schedule these meetings around panelist and moderator availability.

1. Select the panel topic on which you are applying to moderate:
 - a. Ageism
 - b. Career Change
 - c. Caregiving and the Sandwich Generation
 - d. Entrepreneurship
 - e. Equitable Workplace Policies and Practices
 - f. Leadership
 - g. Working Motherhood
2. What are three skills or tactics you would use as moderator to effectively manage the discussion?
3. How would you approach the balance of bringing your own knowledge with cultivating the expertise of the panelists?
4. What is one unique quality that would make you successful as a panel moderator?
5. If you have recommendations for fellow panel speakers on this topic, please list their name here. These recommended speakers will still need to complete a panel speaker submission in order to be considered.



Workshop Presenter Questions

We invite you to share your knowledgeable expertise. This workshop should be one you have led with confidence previously. We welcome workshops co-led by up to 2 facilitators.

Workshops at our conference are designed to answer these questions: What are the most pressing skills that women need to cultivate right now? What are the hidden skills that really advance a career?

During breakout sessions, we will host **two** Workshop Presentations to **expand and deepen the knowledge base** on skills critical for relational intelligence in the workplace. We are seeking workshops that design **audience interactivity** into the workshop. We **require the use of various types of audience engagement** within each workshop. Lecture only style workshops will not be selected.

You can expect between 50-100 attendees. You will have the ability to display a slide deck and full AV functionality.

1. What is the title of your workshop?
2. Please provide a description of the workshop. This information will be used on our website and conference program.
 - a. The description should describe who would benefit (i.e. audience: any attendee, non-profit, entrepreneurs, etc.) and what conference attendees can expect to learn in 1-2 sentences. Please limit to 100 words.
3. Please provide 3-5 learning outcomes or key takeaways for the workshop.
4. What types of audience engagement methods will your workshop use in order to deepen relationships between conference attendees?
 - a. Personal reflection
 - b. Paired conversations
 - c. Small group discussions
 - d. Audience polling
 - e. Question and answer session
 - f. Resource folder
 - g. Post-workshop connections
 - h. Other (please specify)
5. Please provide a reference that can speak to your ability and experience presenting and/or facilitating seminars and workshops as appropriate. Include name, email, and phone number.
6. If you are submitting a workshop to be led with another facilitator, please list their name here.



Roundtable Facilitator

We invite you to share your varied expertise in this more casual format! What are the conversations that women need to be having? How can a small group create community for women to show up and learn directly from the experiences of other women?

During an afternoon breakout session, we will host a number of Discussion Roundtables in the main ballroom. You will facilitate a conversation around a specific topic with up to 7 other attendees, seated around a table. These roundtables are discussion based, with no use of AV or slides for presentation. You may use printed handouts or materials that you provide, if desired.

1. What is the title of your Roundtable Discussion?
2. Please provide a description of the discussion. This information will be used on our website and conference program.
 - a. The description should describe who would benefit (i.e. audience: any attendee, non-profit, entrepreneurs, etc.) and what conference attendees can expect to learn in 1-2 sentences. Please limit to 50 words.
3. Please provide 3-5 learning outcomes or key takeaways for the discussion.
4. What are three skills or tactics you would use to effectively manage the discussion?