



Call for Proposals

Apply by October 18, 2024

INTRODUCTION TO CSAE

The Canadian Society of Association Executives (CSAE) is Canada's premier organization dedicated to association and not-for-profit professionals.

CSAE's mission is to deliver the knowledge, resources, and environment to advance association excellence. We pursue this mission by offering robust networking and learning opportunities, both online and in person, including an educational program leading to the Certified Association Executive (CAE) designation. We also produce publications, conduct research, and pursue other knowledge transfer opportunities to keep members informed about the latest trends, innovations and best practices in the sector and beyond.

With a current membership of approximately 2,500 professionals, CSAE delivers events and professional development, offering robust opportunities for association and not-for-profit professionals to learn, connect and excel.

ABOUT THE WESTERN SUMMIT

Modeled after The Summer Summit, which has successfully delivered professional development and networking opportunities to Association Executives over the past 17 years, the Western Summit is poised to attract audiences from Associations across Western Canada.

The Western Summit allows existing and potential members to come together to enhance their skills through professional development sessions, networking, experiencing the host destination and enjoying the camaraderie of their peers. This two-day program involves multi-speaker panels, concurrent and plenary sessions.

The program is tailored to the needs of our membership, therefore, CSAE along with its dedicated volunteers work tirelessly to bring a program that is unique, inspiring and actionable upon return to one's day to day work.

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Submitting your Proposal

Attendees are looking for new ideas and a level of discussion to advance their combined efforts to better support their association, their members and volunteers. Attendees include Executive Members – who are individuals who work for associations (professional, trade, special interest, charity) of varying sizes and scopes (provincial, national, large, small) and Business Members who are individuals who supply services to the nonprofit sector (for example, IT providers; meeting space providers – hotels, convention centres; consultants – strategic, HR; insurance brokers; lawyers; etc).

Attendees, both executive and business, are looking to be inspired to develop new strategies and take away tools, great tips, and sources for continued support. Sessions should explore at least one of the competency areas for association executives. Please review the [CSAE Competencies for Association Executives](#) for more detail.

Speaker Qualifications

- The network is looking for sessions suitable to the non-profit sector. The mix matters and the collective diversity among our speakers is one of the great strengths that CSAE Trillium strives to offer.
- Presentations cannot be sales demonstrations or pitches.

- CSAE welcomes proposals from association executives, suppliers, consultants, and professional speakers. Please note that CSAE does not pay any concurrent speaker for participation.
- It is not essential that you have previous speaking experience but a desire to share your insights and ideas in a clear and engaging way. Demonstrating how you will engage the audience and invite interaction will be highly valued.
- Presentations must fit within at least one of the [CSAE Competencies for Association Executives](#).
- *Please note: Wherever possible, workshop sessions should be interactive and allow for delegates to work in small groups.*

Sessions Schedule

There will be approximately 12-15 concurrent sessions over the two and a half days of the Summit. The sessions vary in length (45 minutes or 60 minutes). We are seeking speakers for concurrent sessions.

Selection Process

We ask that you submit your proposal by end of business day October 18, 2024. Each submission will initially be reviewed by a team of volunteers. Speaker selections will be made in December 2024.

Remuneration

There is no fee payable by CSAE for this engagement. However, CSAE may cover up to a two room nights per session at the host venue, complimentary registration for the conference for up to 2 speakers and up to \$200 in travel fees per session.

Speaker Expectations

Please note that all accepted speaker(s) are expected to agree to all of the following terms:

- Meet all posted dates and deadlines.
- Allow for interaction among the attendees (at a minimum, a Q&A portion must be included).
- Please use the list of the [CSAE Competencies for Association Executives](#) and indicate which competency(ies) your session will deliver.
- Participate in promotional efforts of their presentation including social media engagement and content creation (blogs, videos, interviews).

DEADLINE FOR SUBMISSIONS: End of business day October 18, 2024.

Potential presenters may be invited to discuss their submission with the committee in late November. Final selection of speakers will be made in early December, 2024.

Application Questions

Primary Contact Information

Please start with adding the primary contact details for the submitter. If you are submitting on behalf of someone else, please ensure the speaker information is reflected in the rest of the form.

Session Information

Please provide details about the session you are proposing.

1. Session Title
Enter a concise and descriptive title, as it should appear in the event schedule.
2. Session Description
Enter a summary of your session, as it should appear in the event schedule. We recommend between 300–750-word description.
3. Learning Objectives
List up to three learning objectives that attendees can expect for attending this session
4. Select Relevant Tracks
Based on the Competencies for Association Executives; Deliver Value, Establish Direction, Lead People, Manage Operations and Optimize Governance. Please select the competency that most closely matches your presentation topic.
5. Select Relevant Formats
Select the format which reflects the delivery of your session the most; Case-Study, Interactive Session, Lecture, Panel Discussion, Other. If you select other, please explain under Additional Information.
6. Will your session have any co-presenters?
Please enter details for co-presenters, if applicable. You will be able to edit/add co-presenters post-submission.

Additional Information

Tell us more about your presentation.

1. Please describe what makes your session attractive to CSAE attendees?
2. Is there anything else you think our selection committee should know about your session and/or the presenter(s) while making their evaluation?
3. Please indicate the amount of time you will require for your session. (45 minutes/ 60 minutes)
4. Using the list of CSAE Competencies for Association Executives, please identify all competencies your session relates to.
 - a. Optimize Governance
 - b. Establish Direction
 - c. Manage Operations

- d. Lead People
 - e. Deliver Value to Members
5. Please indicate the level of audience experience required for this session. (Introductory, Intermediate, Advanced, All the Above)
 6. Has this session been delivered before?
 7. If yes, please list when and where
 8. We encourage speakers to help promote their session by providing marketing materials to CSAE to promote their session. Please select what content you can contribute:
 - a. Blog post
 - b. Interview
 - c. Promotional video
 - d. Social Media engagement
 - e. Other.
 9. List any publications and resources the selection committee should be aware of while reviewing your proposal.
 10. List of referenes (2 references, please provide name, title, organization and email address)
 11. Would you like this submission to be considered for future CSAE events? (e.g. 2023 CSAE Conference) Yes/ No
 12. CSAE wants diverse voices to be reflected in the program and thus, we encourage proposals from First Nations, Métis and Inuit peoples, racialized persons, and those who identify as 2SLGBTQIA+. This self-identification is voluntary and will be kept confidential. Please indicate which of the following you identify with most (in alphabetical order).
 - a. Arab
 - b. Black
 - c. Chinese
 - d. Filipino
 - e. First Nations
 - f. Inuk (Inuit)
 - g. Japanese
 - h. Korean
 - i. Latin American
 - j. Métis
 - k. South Asian (e.g., East Indian, Pakistani, Sri Lankan, etc.)
 - l. Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai, etc.)
 - m. West Asian (e.g., Iranian, Afghan, etc.)
 - n. White
 - o. Other, please specify
 - p. Prefer not to answer
 13. Do you identify as 2SLGBTQIA+? Yes/No/Prefer not to say
 14. Do you identify as a person with a disability? Yes/No/Prefer not to say
 15. Please list two references for the committee to contact if necessary. (Name, title, organization and email address).

Speaker Information

Please enter your speaker information here. Information added below will feature on your speaker profile page if selected. Most information below is optional but you may edit/add in your speaker portal in future.

1. Profile Picture (Required)
2. Organization Logo (Optional)
3. About Me (Required)

Enter a brief speaker bio here. We recommend between 350-500 words.

4. Personal Website (Optional)
5. Organization Website (Optional)
6. Twitter URL (Optional)
7. LinkedIn URL (Optional)
8. State/Province (Required)
9. City (Required)
10. Phone Number (Required)

This will not be listed, but helpful for CSAE staff for contact purposes