



REQUEST FOR PROPOSALS: ATHENA Conference

For 20 years, the Colorado Women's Chamber of Commerce has presented the ATHENA Award in Denver. The ATHENA Leadership Model® was developed by ATHENA International through a grant from the W. K. Kellogg Foundation in 1982. Since the program's inception, more than 7,000 awards have been presented in over 500 communities in eight countries. CWCC awards the ATHENA to one successful and accomplished woman in our community who exemplifies leadership traits such as authenticity, community service, and courage. The corresponding conference will focus on influence in the workplace, offering opportunities for professional development and relationship building. We are currently seeking proposals for speakers for the ATHENA Conference.

To be considered, please complete the RFP below. You may submit as many RFPs as you wish, but only one topic may be submitted per RFP. Facilitators are selected based on session topic, expected outcomes and facilitation experience. **The deadline for submissions is February 14, 2017. Completed forms and all attachment should be submitted by email to Hilary, Events Manager at hengelhart@cwcc.org.**

CONFERENCE TOPIC

The ATHENA Conference will take place at The Ritz-Carlton, Denver from 1:00 – 5:00 pm. There will be a total of four breakout sessions. Please use the description below as a reference to what material we would like to have covered during the conference. There should be a direct correlation for the content and title of your breakout session to the description below.

Influence: the capacity to have an effect on the character, development, or behavior of someone or something, or the effect itself.

Through the programming of this year's conference we want our attendees to walk away with a better understanding of the dynamics of power and influence and to recognize how and when to use both to accomplish their individual goals. We all face obstacles throughout our careers, harnessing the ability to assert positive influence in the correct ways we as individuals can the impact the outcomes and effectiveness of other employees, teams and our organizations as a whole.

SELECTION CRITERIA

Facilitators must:

- be members of the Colorado Women's Chamber of Commerce
- demonstrate their ability to tailor their presentation to the CWCC membership and more specifically employees working within large companies or corporations
- have experience in presentation and workshop facilitation, and offer a YouTube example
- be willing to volunteer her/his time and resources to design and deliver the session

Facilitators responsibilities:

- Provide content to CWCC as needed for promotion of the event and for use in the printed materials
- Promote the ATHENA Conference to their own networks
- Send all presentation materials to CWCC staff liaison no less than two weeks prior to the conference



ATHENA Conference Speakers RFP

Name: _____

Email: _____

Phone Number: _____

Company Name: _____

Address:

Website: _____

Link to YouTube example: _____

CWCC Member:

Yes

No



Proposed Session Title:

Short Session Description (*150 words and under*):

Full Session Description (*including objectives outcomes and correlation to theme*):



A T H E N A
I N T E R N A T I O N A L

Speaker Bio (100 words or less):

Headshot (Please send a .jpeg or .png with your completed form)

Describe your facilitation and presentation experience:

Please list two professional references (including name and contact information):

1. _____

2. _____