



Conation Nation Symposium Presenter Guidelines

Submissions due April 30, 2017

We are excited for your interest in presenting at the 2017 Conation Nation Symposium! Our goal is to provide a program that meets the variety of interest levels of our audience. The following guidelines are provided to assist prospective presenters during this application process to help ensure the highest level of professionalism, integrity and excellence:

Standards and Presenter Guidelines

2017 Theme & Content Guidance

Our theme for this year's Conation Nation Symposium is "Engage." Though simple, it is meant to be a poignant call to our fans, clients and Kolbe Certified™ Consultants to push themselves just that much further to engage with their conative abilities. It is also a nod to the buzzword that "engagement" has become in today's work environment. As practitioners of the Kolbe Concept®, we have real solutions to help employees find satisfaction and achievement in their work.

Though we recommend that your content is *engaging* and relevant, it is not necessary to connect directly to the theme. Below are some of the areas of interest we often hear from our event participants. **Priority will be given to speakers who present on these topics:**

- Use of Kolbe in an Organization – creating lasting engagements, leadership or team case studies, other uses (succession planning, 360 feedback, etc.)
- HR and Workplace Trends (e.g., Millennials/Multi-Generations, Performance Evaluations, Onboarding, Wellness/Stress, etc.)
- The Practice of Consulting Related to Conation – networking, selling, speaking, conative training activities, etc.
- Integration of Kolbe Solutions Personally or Professionally

Standards, Expectations and Guidelines:

- All Applicants must agree to these [Standards and Presenter Guidelines](#) as part of the application process.
- If multiple speakers are involved in your presentation, each must agree with these expectations. Unless approved in advance, three speakers per presentation is the maximum.
- To be considered, a [presenter application](#) must be submitted by **April 30, 2017**
- Applicants may be asked to verify previous public speaking experience, and/or submit a video clip of them speaking/presenting.
- Presenting at CNS is an opportunity to share ideas and information and is, customarily, not a platform for promoting or selling one's business, practice, service or products.

Selling or promoting from the podium is generally defined as:

- Making implicit / explicit references to the products or services you offer
 - Using your session to develop a mailing / marketing list
 - Distributing price lists or discussing fees during your session
- After your presentation, you may:
 - Hand out business cards and literature as requested
 - Make product sales if you purchased a Sponsorship booth
 - Discuss your business, practice, service or products as requested

A Note Concerning Honoraria

Kolbe Corp has produced this Symposium as a platform for innovation in the field of Conation. We look for contributors who are willing to share their expertise without expectation of payment in the spirit of networking, awareness and advancement of conation and education. In certain instances we may, at our discretion, award non-monetary consideration.

Appropriate Tone and Content

- Presenters must refrain from statements or offensive humor, which could disparage the dignity of any individual, group or protected class. Avoid disparaging comments about any conative talent.
- Avoid visual aids that show people in stereotypical roles. Present individuals without bias.

Intellectual Property

Presenters must fully disclose all intellectual property utilized within handout materials and during course instruction. This is to protect intellectual property rights such as copyright, ownership, faculty compensation, and utilization of revenue derived from creation, production, and use for professional development programs. Kolbe Corp is happy to assist presenters who want or need to include Kolbe Corp intellectual property within their presentation.

If You Are Accepted

Please do not apply unless you can:

- Acknowledge that you are available to present at the Symposium at a day and time of our choosing
- Work closely with Conation Nation Symposium organizers before the event to review content, format, audio/visual needs, room set-up, identity or number of presenters, promotional materials. Make no substantial changes to the above unless approved.
- Meet all established deadlines
- Design and provide high-quality PowerPoint files, in electronic format, by the deadline given (if applicable)
- Give Kolbe Corp permission to audio and video record the session for use by Kolbe Corp and agree that Kolbe Corp shall be the exclusive owner of such recording(s)
- Be willing to work with Kolbe Corp post the event as requested (and as you are able) to provide Continuing Education content to Kolbe Certified Consultants who were unable to attend CNS. This is typically via a webinar format.
- Respect Kolbe Corp as the host organization with either positive or neutral comments from the platform/podium/stage.

**Please contact Kolbe's Training Staff with any questions or help regarding these guidelines.
KolbeTraining@kolbe.com or 602-840-9770, Option 5**