**Breakout Proposal Submission Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a fillable word document. Please complete this form in its entirety. All sessions must be presented twice. Each session will be 50 minutes long and will be back-to-back. The first session will run from 10:30 - 11:20 a.m. and the second session will run from 11:30 a.m. to 12:20 p.m. Please refer to the packet for additional information. **Submission Deadline: Thursday, July 12, 2018.**   
  
Questions? Contact Kerrie Wolf-Piechota at [kwolf-piechota@ywca-neny.org](mailto:kwolf-piechota@ywca-neny.org) or 518-374-3394 x105.

**PLEASE TYPE OR PRINT**

Main Contact Name:         
Organization/Affiliation Name:

Address: Street:

City:       State:       Zip Code:

Main Contact Phone:         
Main Contact Email:

I want to propose: (please mark one)

**Traditional Panel**   
This format has a chair person who provides an introduction for the speakers and the topic; facilitates the audience question and answer session; and mediates any disputes or similar occurrences. The chair can also function as a speaker. Indicating who is chairing just makes sure that somebody is moderating the whole discussion. A similar form can designate a person or two in a discussant or respondent role. In this case the panel presentations should be fewer or shorter and the respondent can develop a critique, and/or raise pertinent issues and questions.  

**Roundtable or Moderated Dialogue**   
This format can include short presentations by all panelists, 5 minutes for example, followed by questions that engage panelists and/or allow them to interact with each other, and/or panelists can ask each other questions; This is followed by audience participation.    
  
 **Workshop**This can vary from a format where a facilitator or group of facilitators involve all participants right away, e.g., through introductions and group dialogue focused on prepared questions, strategies or issues. It can include sessions focused on dialogues about civic engagement, training, and question and answer sessions. As with all other forms, workshop proposals need at least two people who commit to the workshop and who can facilitate the workshop.

Title of Breakout Session:

Description of Breakout Session:

Audio/Visual Needs:

**SPEAKER/FACILITATOR INFORMATION**

Speaker/Facilitator Information: Number 1

Name:

Email:

Phone:

Affiliation(s):

Short Biography:

Speaker/Facilitator Information: Number 2

Name:

Email:

Phone:

Affiliation(s):

Short Biography:

Speaker/Facilitator Information: Number 3

Name:

Email:

Phone:

Affiliation(s):

Short Biography:

Speaker/Facilitator Information: Number 4

Name:

Email:

Phone:

Affiliation(s):

Short Biography:

Speaker/Facilitator Information: Number 5

Name:

Email:

Phone:

Affiliation(s):

Short Biography:

We do not recommend panels/workshops with more than five speakers. However, if you must have more than five, please provide the same details below.