



PROFESSIONAL
ORGANIZERS
IN CANADA



ORGANISATEURS
PROFESSIONNELS
AU CANADA

2021 VIRTUAL SUMMIT

Emerging Stronger

#POCSummit

CALL FOR PRESENTATIONS

Submission Details & Terms

Event:	POC 2021 Virtual Summit
Date:	Thursday, October 21, 2021
Location:	Virtual / Live Stream from Your Location
Theme:	Emerging Stronger

Extended submission deadline: May 10, 2021

Background:

Professional Organizers in Canada (POC) is a not-for-profit association.

POC members are the most influential decision-makers in the Canadian organizing industry: entrepreneurs, consultants, trainers, speakers and coaches who procure, provide and recommend products, services and brands to clients.

Professional organizers (POs) provide organizing services and products to clients / consumers in residential, business and corporate settings, as well as to not-for-profit organizations (NPOs), charities, educational institutions, and government agencies.

POC's 2021 Virtual Summit will focus on ***Emerging Stronger***
Share your experience, knowledge and expertise!

Our 2021 Virtual Summit will provide professional organizers from across the country and abroad with the opportunity to expand their knowledge base, grow their businesses, and share ideas through educational sessions, and networking – all from the comfort of their own home or office.

POC's National Conference Committee (NCC) is seeking new, interesting, and high-quality presentation proposals.

The 2021 program will be selected from proposals received by **Monday, May 10, 2021**.

The goals of POC's Virtual Summit program are to:

- Introduce industry-relevant leading-edge ideas and thinking.
- Provide valuable take-away information and knowledge for all organizers, from the newbie to the 20+ years in business organizer.
- Strengthen the skills of all participating professional organizers.
- Encourage best practices; *and*
- Promote industry awareness and business development.

The NCC welcomes proposals from qualified individuals and organizations, including members of POC, NAPO, NASMM, and ICD.

Expanded VIRTUAL Format!

The POC recognizes the value of professional development and connectivity during these challenging times. With the COVID-19 pandemic, the need to be both divided and connected simultaneously continues to be unprecedented. The POC Board and NCC have worked tirelessly to achieve a solution that resembles a traditional meeting including multiple presenters, presentation support, and audience interaction.

In 2020, POC held its inaugural Virtual Summit with great attendance, dynamic presentations, fun activities and even a little yoga.

The POC 2021 Virtual Summit will build upon that success with an expanded program with new features and opportunities for delegates. It is a one-day, live-streamed event taking place Thursday, October 21, 2021 and will be scheduled to accommodate members from the west through to the east.

There will be sponsorship opportunities, a great online opening ceremony, workshops, networking, and more – all from the comfort of your home or office!

Presentation Content

Most professional organizers wear many hats, including being business owners and providing hands-on organizing. Consequently, there are a wide array of relevant topics that apply to organizers.

For your reference, our membership has expressed interest in a variety of subjects, including but not limited to the following. Please consider all, while gearing the topic to professional organizers.



The Virtual Summit program may include a mix of plenary and breakout sessions presented Thursday, October 21st. Submissions for all sessions should include material that is applicable to all levels of organizers. Please ensure your proposal keeps both new and experienced organizers in mind so we can engage all delegates.

Category	Topic
Business Development	<ul style="list-style-type: none"> • Demographics / Target Markets • Marketing / Marketing Trends • New Niche Market Development • Strategic Alliances & Planning for Small Business • New Technologies • Fiscal Management (Financial Reporting, Taxes, etc.) • Client Management • Best Practices / Standards of Practice • Expansion and Business Growth Management • Leadership & Employee Management • Succession / Retirement Planning • Partnerships in Business • Selling Your Business
Equity, Diversity & Inclusion (EDI)	<ul style="list-style-type: none"> • Unconscious Bias / Implicit Bias • Building an Equitable and Inclusive Workplace • Identifying Inclusion within an Organization • What Diversity Means to Different People • Perspectives that Contribute to Diversity • Ways to Improve Retention • Equality vs. Equity • Understanding Micro Aggression

How-To	<ul style="list-style-type: none">• Organizing Skill Development• Social Media Strategies• Latest Trends & Using Business Apps• Technology / Virtual Organizing• Going Green / Environmental Standards• Self-Promotion / Presentation Skills• Niche Markets (Move Management, Seniors, SOHO, etc.)• Transitioning – Changing or Growing Your Business Focus• Top Tips from Experienced Organizers• Working with Clients with CD / ADHD• Coaching Your Clients for Success
Motivational	<ul style="list-style-type: none">• Personal Growth and Development• Work Life Balance• Staying Fit – Physical Challenges of Being an Organizer• Wellness / Mental Health• Power of Positive Thinking

Don't miss this excellent opportunity to connect with colleagues, business owners, and organizers while contributing to the development and growth of the profession across Canada!

CFP SUBMISSION DETAILS

Please click on the link below to access the POC 2021 CFP submission form:

ENGLISH: <https://www.surveymonkey.com/r/R3TN5TX>

FRENCH: <https://www.surveymonkey.com/r/MCBCWVK>

Deadline: Monday, May 10, 2021

Theme: Emerging Stronger

Program Lead: Georgina Forrest, conferenceprogram@organizersincanada.com

Category:

- a) Business Development
- b) Equity, Diversity & Inclusion (EDI)
- c) How-To
- d) Motivational

Duration:

- a) Concurrent break-out sessions (60 minutes); *or*
- b) Plenary sessions (60 minutes)

Additional Notes:

- a) Applicants are welcome to submit multiple proposals, however only one may be selected for presentation.
- b) Applicants are required to complete a short video showing the presenter(s) giving a presentation, preferably a past live stream or webcast presentation. The video can be in MPEG, AVI or WMV format, and emailed or uploaded online with a link provided. (See Submission Form for details).
- c) A maximum of two (2) presenters per session will be considered (presenter and co-presenter); panel presentations will not be considered for the virtual format this year.

Successful candidates will be notified by **May 31, 2021**.

PROPOSAL TERMS

By submitting a proposal to POC:

1. I understand my proposal(s) will not be considered if not received by the above stated deadline.
2. I understand a submission implies my commitment - should my proposal be accepted - to make the presentation at a time on Thursday, October 21, 2021 as decided by POC's National Conference Committee (NCC).
3. I understand I am not to market my own product or service within the content of my presentation and will focus my presentation on my knowledge, experience, skills, and creativity with participants.
4. I understand that I will receive an honorarium in the amount of **\$250.00 CANADIAN DOLLARS** upon completion of my presentation as well as complimentary registration to the full POC Virtual Summit which will allow my access to the other Summit presentations on October 21, 2021 and the full Summit recordings, post event.

Note: Payment will be made by Canadian cheque; POC does not pay by electronic transfer (ETF).

5. I understand I am responsible for all expenses involved in the development of my presentation.
6. I understand I am required to have a strong internet connection with an upload/download speed of at least 10 Megabits per second.
 - For best visual results we recommend using a quality external webcam, such as the Logitech C920, rather than your device's built-in webcam.
 - For the best sound quality, we recommend using an external microphone and headphones when possible. There are many Bluetooth headsets on the market that work quite well for this or your webcam may come with a quality microphone and noise/echo cancelling built in.
7. I understand the place I present from should be free from distractions and any other source of interference.
8. I understand I am required to participate in a technical review and recorded dress rehearsal in advance of the Virtual Summit (time/date to be confirmed for within 30 days pre-event).
9. I understand POC will provide me with the support to help walk me through the technical delivery/details of my presentation.
10. Upon acceptance of my submission, I will provide any high-quality, digital handouts and relevant resources, including take-a-ways such as charts, one-page summaries, etc. by **September 23, 2021**. I also agree that all presentation and handout materials will be my original work, or that I have permission from the author(s) to reproduce and distribute his/her copyrighted material(s).
 - Session handout materials - maximum four (4) double-sided pages - to the Program Lead for inclusion in the online booklet; I may also include up to one page (one side) of marketing material / product order information relevant to my session and / or company. I understand I may submit handout materials in English, French, or a combination thereof, and the total number of pages may not exceed the limits outlined above. I understand I may include links to additional detailed information within my handouts. **If including PowerPoint slides in your digital handout materials, please utilize a 2 slide/page format.*
11. I agree to grant permission for POC to record my live stream presentation and use the associated material (PowerPoint files) for the purpose of publishing and/or sale of event-based materials for/from the POC 2021 Virtual Summit for distribution in any media format

on behalf of POC. POC may use some or all these components either in whole or in part, synchronized or not. I understand I will receive a complimentary copy of the recording post-event.

- a. I understand I may contact POC directly to discuss opting out of having my session recorded if I have an issue with granting this permission.
12. I will accept the total number of participants that register for the Virtual Summit.
 13. I understand full and appropriate business liability insurance coverage, including Errors & Omissions (E & O) coverage, is recommended. Should my proposal be accepted, and should I have liability insurance as outlined herein, I will be required to submit a Certificate of Insurance confirming insurance coverage and inclusion of Professional Organizers in Canada (POC) as an Additional Insured. In the event I am not able to provide a Certificate of Insurance, I will be asked to sign a Speaker Agreement and clearly state a disclaimer at the beginning of my presentation, as well as in any / all printed handout materials.

**POC's 2021 Virtual Summit will be Live Streamed
Thursday, October 21, 2021**

**CFP inquiries should be directed to Georgina Forrest, Program Lead
at conferenceprogram@organizersincanada.com**