



PROFESSIONAL
ORGANIZERS
IN CANADA



ORGANISATEURS
PROFESSIONNELS
AU CANADA

Professional Organizers in Canada 2024 National Conference

Theme: 25 Years of Impact

CALL FOR PRESENTATIONS

Submission Details & Terms

Event:	POC 24 th National Conference
Dates:	October 24-26, 2024
Location:	Toronto, Ontario, Canada
Theme:	25 Years of Impact

Submission deadline: May 15, 2024

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, home office, business and corporate settings, as well as to not-for-profit organizations (NPOs), charities, educational institutions, and government agencies.

POC's 2024 National Conference will focus on
25 Years of Impact

Share your experience, knowledge and expertise!

Our 2024 National Conference will provide professional organizers from across the country with the opportunity to expand their knowledge base, grow their businesses, and share ideas through educational sessions, networking, and exposure to industry suppliers and resources.

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

The 2024 conference program will be selected from proposals received by **Wednesday, May 15, 2024**.

The goals of POC's conference 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 and ICD.

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 2024 National Conference program may include a mix of plenary and breakout sessions. 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.

Relevance	Subject
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
Diversity, Equity, Inclusion & Belonging (DEIB)	<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

	<ul style="list-style-type: none">• 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 <p>Power of Positive Thinking</p>

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 2024 CFP submission form:

<https://www.surveymonkey.com/r/QPSP2QJ>

Deadline: Wednesday, May 15, 2024

Theme: 25 Years of Impact

Program Lead: conferenceprogram@organizersincanada.com

Category:

- a) Business Development
- b) Diversity, Equity, Inclusion and Belonging (DEIB)
- c) How-To
- d) Motivational

Duration:

All sessions, whether plenary or breakout, are 60 minutes in duration.

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 in-person format this year.

Successful candidates will be notified by **May 31, 2024**.

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 the time / day 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 2024 National Conference which will allow my access to the full conference programming.

Note: Canadian speaker payments will be made by online bank transfer within 30 days of presentation delivery. International speakers will be paid by credit card.

5. I understand I am responsible for all expenses and meals not included within the conference program as outlined above. Personal travel and accommodation expenses, as well as any session expenses (i.e., handouts not submitted in time to be included in the digital conference booklet), are at my own expense. I note the POC group rate at the host hotel and any travel discount codes (i.e., airline, train, car rentals) negotiated by POC will be made available to me, where applicable.
6. I understand there will be a POC Expo at which I may, if desired, rent a display table at my own expense.
7. I understand I may display one or two products at the back of my presentation room (throughout the presentation and up to 15 minutes following my scheduled session). Any request to do so must accompany my CFP submission(s) and display details must be arranged with the conference organizers via the Program Lead.
8. I understand the presentation room will be supplied with a podium, a podium microphone, an LCD projector with remote, and a screen however, **I am responsible for bringing my own laptop computer**. Should I choose to use a lapel microphone, I understand I will be responsible for any associated costs (specifically, the difference in cost between a podium microphone and a lapel microphone) and I will submit this request with my CFP submission(s).
9. 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 **August 30, 2024**:
 - Session handout materials - maximum four (4) double-sided pages - to the Program Lead for inclusion in the online conference 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. I understand I can opt to bring hard-copy handouts with me for participants the day of the presentation at my own expense. **If including PowerPoint slides in your handout materials, please utilize a 2 slide/page format.*

- Note: Handouts require a minimum .5” blank border around the content of each page, including headers and footers; this allows POC to insert navigation hyperlinks as required.
10. I agree all 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).
 11. I will accept the total number of participants that sign up for my session, with the understanding that the target audience is between 30-50 people for standard break-out sessions and about 100-125 people for plenary sessions.
 12. 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 Waiver Clause and clearly state a disclaimer at the beginning of my presentation, as well as in any / all printed handout materials.

POC's 2024 National Conference will be held
Thursday, October 24 – Saturday, October 26, 2024
at the Hyatt Regency Toronto

<https://www.hyatt.com/en-US/hotel/canada/hyatt-regency-toronto/torrt>

CFP inquiries should be directed to
conferenceprogram@organizersincanada.com