AIFD National Symposium Program Proposal Submission Form
Washington DC 2018

Instructions:

1. You must complete the entire application to have your program considered for the AIFD National Symposium in Washington DC. Submission deadline is December 15, 2016.

2. For proposals featuring more than one presenter, each proposed presenter must sign a submission form.

3. You must submit a 5-10 minute video*, introducing yourself and describing your program concept and details. If multiple people will be presenting a video including all individuals must be submitted.

The AIFD Program Standard

Every program presented at AIFD National Symposium MUST have education as its first priority.

To that end here are the guidelines:

• Education over ego.
• A tone-setting opening that introduces the subject.
• A logical flow of designs and content.
• Commentary that explains the work that was created and techniques used and proper floral references.
• Content should be focused on teaching something to the audience. The program is not about what the presenter can do but how the audience can do what is being shown.
• There must be at least one live design demonstration* on stage.
• A climatic ending.
• Proper attire that expresses a professional image.
• Absolutely no profanity or obscenities.
• Three to five natural references (by name or product) of the program’s underwriter(s).
• Respect for the products provided by the sponsors.
• A strict adherence to the guidelines, budgets and contracts for the individual program and the AIFD National Symposium.

I agree to comply with the AIFD Standard for my program....

Signature: ____________________________________________ DATE: ____________

*exceptions to the demonstration rule must be pre-approved by the Symposium and Program Coordinators.

* videos do not have to be professionally made but should have clear audible so that they can be evaluated and understood. They can be sent via thumb drive or as a link.
SECTION 1: CONTACT & PRESENTER INFORMATION: (Please print legibly and fill-out all areas. Please provide this information for each presenter involved with the program.)

Name: ___________________________________________________________________________________

Mailing Address: _________________________________________________________________________

__________________________________________________________________________________________

Phone: (Daytime) _________________________________________________________________________

(Evening) ________________________________________________________________________________

(Mobile) _________________________________________________________________________________

Please indicate your contact preference [   ] Day     [   ] Evening     [   ] Mobile

Email Address (required) __________________________________________________________________

Website: ________________________________________________________________________________

Have you presented a program at AIFD National or Regional Symposium before?
[ ] No [ ] Yes, (specify)

__________________________________________________________________________________________

What additional programs have you presented in the past 2 years?
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SECTION 2: PROGRAM SPECIFICS

Proposed Title: ____________________________________________________________

Program Presenter (or presenters, if multiple. Must list all.) ________________________

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Program Theme: (ie wedding, party, sympathy, etc)

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____________________________________________________________________________

Has this program or similar program been presented anywhere before? [ ] No [ ] Yes, (specify)

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What are the educational goals of this program?

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Descriptive Outline of Program: (describe your program concept and its relevance to an AIFD audience.)

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SECTION 3: SPONSORSHIP

Is there a company(s) that you know would sponsor your program? (Please provide a contact person, phone number and email address for all possible.)

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Feel free to INCLUDE SKETCHES AND ILLUSTRATIONS

SUBMISSION INFORMATION

Proposals MUST be received no later than December 15, 2016

Send completed proposal and video to both:

Symposium Coordinator
Suzie Kostick AIFD
skostick2003@yahoo.com
1956 Mesa Grande Loop NE
Rio Rancho, NM 87144

Symposium Program Coordinator
John Kittinger AIFD
jkkaifd@gmail.com
516 Ravenna Lane
Lexington, KY 40515

Notice of acceptance or refusal will be sent to all submissions no later than February 1, 2017