



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?

SECTION 2: PROGRAM SPECIFICS

Proposed Title: _____

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

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

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

What are the educational goals of this program?

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.)

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
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1956 Mesa Grande Loop NE
Rio Rancho, NM 87144

Symposium Program Coordinator

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