

Convention Breakout Session Proposal

2012 Rotary International Convention

6-9 May, 2012 – Bangkok, Thailand

Deadline for Proposals: 12 October 2011

CONTACT INFORMATION *(Please print or type the required information clearly.)*

Chair or Contact Person

Street Address

Suite/Apt

City

State/Province

Postal Code

Country

Business Residence

Business Residence

Primary Telephone (including country/city/area codes)

Secondary Telephone (including country/city/area codes)

E-mail address

SESSION INFORMATION

Proposed Title of Session

Club, District, or Organization making Proposal

Has this project or topic been presented or displayed at past RI conventions? Yes No Which year(s)?

What is the intended format for your proposed session? Panel Discussion Symposium Instructional/Training Facilitated Discussion
 Other (describe) _____

What is the most appropriate room setup for your session? (Default setup will be theater-style) Round Tables Classroom Theater

What is the primary emphasis that your proposed breakout session will most closely address? Family Continuity Change

ON A SEPARATE PIECE OF PAPER PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Description of Session, Statement of Purpose and Learning Objectives: Briefly (200 words or less) describe the intended format and content of this breakout session; your reasons for making this proposal, and the basic learning objectives.

3. List of Proposed Participants: Please include a list of possible participants, including a proposed moderator, noting what each person could contribute to the session.

Submit Proposals to: Rotary International, International Meetings Division, IM200

One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

Fax: +1 847 328-9239 **E-mail:** norah.webster@rotary.org

Please submit proposal no later than: 12 October 2011.

2012 Convention Breakout Session Proposal Guidelines

PURPOSE OF CONVENTION BREAKOUT PROGRAM

The convention breakout program provides many choices for fellowship and learning by highlighting what Rotarians throughout the world have accomplished during 2011-12, and by providing inspiration for the future. This program provides a special opportunity for Rotarians to share their expertise with convention attendees and encourages fellowship and discussion. The following guidelines have been set to ensure the success of the program.

CONVENTION BREAKOUT SCHEDULE

Breakout sessions will be 90 minutes long, and will take place from 14:30-16:00 on Monday, Tuesday and Wednesday, 7-9 May. No breakout session will conflict with a plenary session. All breakout sessions will take place at IMPACT.

SESSION PROPOSALS

All interested parties must submit a completed proposal by **12 October 2011** to:

Rotary International
International Meetings Division, IM200
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698, USA
Fax: +1 847-328-9239 E-mail: norah.webster@rotary.org

ELIGIBILITY

Only approved Rotary organizations may propose a breakout session. Rotary clubs/districts or other Rotary organizations working in cooperation with a non-Rotary organization may present a session that highlights that organization, but **the Rotary organization must submit the proposal and act as the primary contact for the session.**

Breakout sessions will be organized in program "tracks." Tentative tracks may correspond to the 2011-2012 RI theme *Reach within to Embrace Humanity*, and the emphases of *Family*, *Continuity* and *Change*. All proposed breakouts should fit within one of these subject areas, and should also support one or more priorities of the RI Strategic plan.

LEARNING OBJECTIVES

All proposals should include preliminary learning objectives for the session, suggesting what skills or knowledge Rotarians will gain from the session. *Example:* "After this session, Rotarians will be able share three new ideas with their club for recruiting younger members."

SELECTION OF SESSIONS

Groups proposing breakout sessions should recognize that they are competing for a limited number of available spaces. Breakout sessions selected through this call for proposals will make up only a portion of the overall breakout program. RI will attempt to accommodate as many sessions as possible, while maintaining an even distribution of topics and styles. Proposals will be evaluated by representatives of the convention committee and the final program selections will be confirmed by the president. Notifications of acceptance are scheduled to be sent by the end of November 2011.

TIME AND SPACE ALLOCATION

While session organizers may request specific time slots, all breakout session times and spaces will be allocated with consideration to topic, style of presentation, and available space.

REGISTRATION

All breakout participants, including non-Rotarian panelists and speakers,* are required to register for the convention and pay the appropriate registration fees using the designated registration forms. If you register before the first deadline (1 December) you can take advantage of the lowest rates, however, discounted pre-registration is available until 1 March 2012.

Register online or print a paper registration form at www.rotary.org, or contact RI's convention registration department to request a paper form.

Telephone: +1 847-866-3495

E-mail: ri.registration@rotary.org

*A limited number of complimentary guest speaker registrations may be made available for non-Rotarian breakout participants. Further details will be communicated to session organizers with the notice of acceptance.

FURNISHINGS AND AUDIOVISUAL EQUIPMENT

Breakout rooms are provided with a basic audiovisual set that includes microphones, a projection screen, and an LCD projector. RI is not able to provide laptop computers for all breakout sessions, so **if you plan to use the LCD projector for audiovisual presentations (PowerPoint, video, etc.) you should indicate this in your proposal, and confirm that you will provide your own laptop.**

If you think you may need additional equipment not listed above (e.g. flipchart, whiteboard, internet connectivity) please note this in your proposal as well.

LANGUAGE OF BREAKOUT SESSIONS

Most breakout sessions will be presented in English. Presentations and idea exchanges in non-English languages may be included based on language needs of attendees and availability of interpretation services.

FUNDRAISING POLICY

No group or individual, other than those donations provided directly to The Rotary Foundation, may use the RI Convention as an avenue to solicit or raise funds for their own local fundraising projects.

AVAILABILITY OF PRESENTATION/SUPPORT MATERIALS

All breakout presenters will be asked to provide electronic copies of relevant outlines, presentations and handouts. This will be made available for download via a link from RI's website after the convention. Additional details and deadlines will be provided to selected breakout organizers with their notifications of acceptance.