



PROFESSIONAL ORGANIZERS IN CANADA

**NATIONAL CONFERENCE**

## **Professional Organizers in Canada 2019 National Conference**

**Theme: The Sky's the Limit! #UP\_Unlimited Potential**

### **CALL FOR PRESENTATIONS** ***Submission Details & Terms***

Event:	POC 19 <sup>th</sup> National Conference
Dates:	November 7 – 9, 2019
Location:	Toronto, Ontario, Canada
Theme:	The Sky's the Limit! #UP_Unlimited Potential

**Submission deadline: May 15, 2019**

## **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 2019 National Conference will focus on  
The Sky's the Limit! #UP\_Unlimited Potential theme

Share your experience, knowledge and expertise!

Our 2019 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 2019 conference program will be selected from proposals received by **Wednesday, May 15, 2019**.

The goals of POC's conference program are to:

- Introduce industry-relevant leading-edge ideas and thinking;
- Strengthen the skills of attending professional organizers both general through to advanced;
- 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.

Relevance	Subject
<p style="text-align: center;"><b>Business Development</b></p>	<ul style="list-style-type: none"> <li>• Demographics / Target Markets</li> <li>• Marketing / Marketing Trends</li> <li>• New Niche Market Development</li> <li>• Strategic Alliances</li> <li>• Strategic Planning for Small Business</li> <li>• New Technologies</li> <li>• Website Evolution</li> <li>• Fiscal Management – Advanced and Basic Bookkeeping</li> <li>• Customer Service Standards</li> </ul>
<p style="text-align: center;"><b>“How-To”</b></p>	<ul style="list-style-type: none"> <li>• Organizing Skill Development</li> <li>• Social Media Strategies</li> <li>• Developing and Using Business Apps</li> <li>• Technology</li> <li>• Going Green / Environmental Standards</li> <li>• Self-Promote (Events, Tradeshows)</li> <li>• Move Management</li> <li>• Top Tips From Experienced Organizers</li> </ul>
<p style="text-align: center;"><b>Motivational</b></p>	<ul style="list-style-type: none"> <li>• Personal Growth and Development</li> <li>• Continuing Education</li> <li>• Work Life Balance</li> <li>• Staying Fit – Physical Challenges of Being an Organizer</li> <li>• Stress Management</li> <li>• Leadership Skills</li> <li>• Customer Service Skills</li> <li>• Staying the Course – Surviving Business Lows</li> <li>• Getting Out of Business Rut</li> <li>• Holistic Time Management</li> </ul>
<p style="text-align: center;"><b>Industry Standards or Matters</b></p>	<ul style="list-style-type: none"> <li>• Best Practices/ Standards of Practice</li> <li>• Hiring / Interviewing / Firing Techniques</li> <li>• Expansion and Business Growth Management</li> </ul>

	<ul style="list-style-type: none"> <li>• Franchise Opportunities/ Obligations</li> <li>• Leadership / Staying Connected With Employees</li> <li>• Financial Reporting Obligations</li> <li>• Tax Deductibility</li> <li>• Time to Incorporate?</li> <li>• Mentorship</li> <li>• Succession Planning</li> <li>• Partnerships in Business</li> <li>• Planning for Retirement</li> <li>• Transitioning – Changing or Growing Your Business Focus</li> <li>• Selling Your Business</li> <li>• Psychology of Hoarding</li> <li>• Working with OCD Clients</li> <li>• Working with ADHD Clients</li> </ul>
<p style="text-align: center;"><b>Advanced Learning</b> (May include Case Studies, Interactive Sessions and Roundtable Breakouts)</p>	<ul style="list-style-type: none"> <li>• Hiring / Interviewing / Firing Techniques</li> <li>• Expansion and Business Growth Management</li> <li>• Franchise Opportunities/ Obligations</li> <li>• Leadership / Staying Connected With Employees</li> <li>• Financial Reporting Obligations</li> <li>• Tax Deductibility</li> <li>• Time to Incorporate?</li> <li>• Mentorship</li> <li>• Succession Planning</li> <li>• Partnerships in Business</li> <li>• Planning for Retirement</li> <li>• Transitioning – Changing or Growing Your Business Focus</li> <li>• Selling Your Business</li> <li>• Psychology of Hoarding</li> <li>• Working with OCD Clients</li> <li>• Working with ADHD Clients</li> </ul>

**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 2019 CFP submission form:

<https://www.surveymonkey.com/r/ZY2Q9WP>

**Deadline:** Wednesday, May 15, 2019

**Theme:** The Sky's the Limit! #UP\_Unlimited Potential

**Program Lead:** Georgina Forrest, [conferenceprogram@organizersincanada.com](mailto:conferenceprogram@organizersincanada.com)

### Relevance:

- a) Business development
- b) "How-To"
- c) Motivational
- d) Industry Standards or Matters

### Audience:

- a) Advanced (over five years in the Professional Organizing industry);
- b) General (applicable to all levels);

### Duration:

- a) Standard break-out sessions (75 minutes); *or*
- b) Plenary sessions (90 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 giving a presentation, preferably the presentation that is being submitted in front of a live audience. 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) Successful candidates will be notified by June 30, 2019.

## 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 a complimentary registration** to the POC National Conference which includes three (3) breakfasts, coffee/tea breaks, three (3) lunches and attendance at the POC Expo reception **in lieu of any speaking fees or honorarium**. As

a delegate, I can attend all other conference programming, except the AGM unless I am a POC member, or member of an affiliate association (ICD, NAPO) as a guest. This does not include attendance at the Awards Dinner, but I am welcome to purchase a ticket to attend.

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, 2019**:
  - 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 2019 National Conference will be held  
Thursday, November 7 – Saturday, November 9, 2019  
at the Radisson Admiral Toronto–Harbourfront**

[https://www.radisson.com/toronto-hotel-on-m5j2n5/ontoront?s\\_cid=os.amer-ca-rad-  
ONTORONT-gmb](https://www.radisson.com/toronto-hotel-on-m5j2n5/ontoront?s_cid=os.amer-ca-rad-ONTORONT-gmb)

**CFP inquiries should be directed to Georgina Forrest, Program Lead  
at [conferenceprogram@organizersincanada.com](mailto:conferenceprogram@organizersincanada.com)**