

2010 AFP/PPGC eMERGING PHILANTHROPY CONFERENCE
Hilton Garden Inn Pittsburgh/Southpointe
1000 Corporate Drive, Canonsburg, PA (Exit 48, Interstate 79, 15 miles south of Pittsburgh)
March 24-25, 2010

PRESENTER BENEFITS, TERMS AND CONDITIONS

The 2010 eMerging Philanthropy Conference Planning Committee appreciates your willingness to share your expertise by presenting at our 2010 annual conference. The following terms and conditions delineate expectations and requirements of both presenters and AFP/PPGC for the 2010 conference:

- The primary presenter and any co-presenter(s) will receive complimentary admission the day of their presentation, including continental breakfast, mid-morning and afternoon break refreshments and lunch.
- Consultants and vendors must co-present with a client and/or member.
- AFP/PPGC will arrange for a microphone, podium, and flipchart with markers, screen, LCD projector and laptop computer for all workshop sessions. Requests for any other audio/visual equipment must be indicated on the workshop proposal form and will be considered on a case-by-case basis, depending on cost and need.
- AFP/PPGC does not pay speaker honoraria.
- Unless otherwise negotiated in advance, travel, hotel, and other expenses incurred will be the responsibility of the presenter(s).
- Proposals must be submitted to AFP/PPGC by **September 15, 2009**. Electronic submission via e-mail to office@ppgc.net is strongly preferred. The Conference Planning Committee will notify selected presenters by October 31, 2009.
- All proposals will be reviewed and evaluated by the appropriate Education Committee against the following criteria: overall quality of content, practical applications of material and timeliness/relevance of subject. Our goal is to provide attendees with a broad range of speakers and topics featuring cutting-edge, innovative ideas.
- Should your workshop be selected for the 2010 Annual Conference, you must provide your PowerPoint presentation (if using) and one copy of all handouts by **March 1, 2010 by e-mail to office@ppgc.net** or otherwise provided electronically for inclusion in the CD of workshop handout materials that will be provided to conference attendees and for preloading on the computers provided for each breakout room.
- Solicitation or promotion of your own business during your presentation is **not** permitted. However, you may make materials available to session participants on the table provided in the back of the room. We appreciate your adherence to this non-solicitation/promotion policy. Additional options for promoting your business are available as a sponsor, exhibitor and advertiser during the entire conference. Please contact us for more information.
- **Attendees may not solicit presenters, vendors or other attendees at the conference.**

All questions about the 2010 AFP/PPGC eMerging Philanthropy Conference may be directed to Margaret Zabo at the PPGC office at 412-232-0551 or officeafp@verizon.net.