



**Estella Hutchinson DTM**  
District 73 Convention Chair 2018  
convention@d73.toastmasters.org.au

## **Speak of the Devil ~ District 73 Annual Convention 2018 Workshop Guidelines and Application Process**

The theme for the 2018 District 73 Annual Convention is – **Speak of the Devil**. The Annual Convention will be held on Friday 18<sup>th</sup> May – Sunday 20<sup>th</sup> May 2018 at the Hotel Grand Chancellor, Hobart.

Ideally the workshop will fit into the DEVIL theme – Dream, Empower, Vocalise, Inspire, Lead. One or more of these themes can be incorporated into the workshop. Part of the event will be marketed outside of Toastmasters, so it is important to have content that would appeal to the general public as well as to existing Toastmasters.

### Core Requirements

- ✓ 45 minutes in duration
- ✓ 30-100 participants
- ✓ Interactive
- ✓ Deliver solid outcomes (i.e. a new skill, a different perspective, a process for achieving success)
- ✓ The workshop relates to the event theme
- ✓ The workshop is complete – it is not a taster of another event
- ✓ No selling is permitted from the stage
- ✓ You are available to audition your workshop for one or more members of the Annual Convention team during January/February (this will be in each state, so you do not need to fly to Melbourne)

Please be aware that you will still need to purchase a ticket for the Annual Convention, it is recommended you buy this during the early bird pricing period. All costs of the day are borne by the individual, not by District 73 or the Organising Committee.

### Submissions

Submissions are to be provided on the attached application form and emailed to [convention@d73.toastmasters.org.au](mailto:convention@d73.toastmasters.org.au) with the subject line: "2018 Annual Convention Workshop Submission" by 11:59pm Monday 1<sup>st</sup> January 2018. No late submissions will be accepted.



## Speak of the Devil ~ District 73 Annual Convention 2018 Application Form

Name:	
Email:	
Contact Number:	
State:	
Toastmaster Club/s:	

What is the title of your workshop?

Summary of your workshop (max 400 words)



What qualifies you to speak on this topic?

What are the 3 key audience takeaways from your workshop?

- 1.
- 2.
- 3.

How does your workshop fit into the **Speak of the Devil** theme? (max 250 words)

Have you conducted a workshop at a Toastmasters convention or semi-annual convention before? If so, when/where/outcome

Do you have a link to YouTube or a video of you presenting this or a similar workshop?

Are you available to audition for one or more members of the Convention Team during January or February 2018 (in your home state) or via Skype?



If you are selected what are your expected requirements:

Preferred Room Layout			
Theatre style (chairs in rows)	<input type="checkbox"/>	U shape	<input type="checkbox"/>
		Tables/chairs	<input type="checkbox"/>

Equipment required			
Data projector	<input type="checkbox"/>	Lectern	<input type="checkbox"/>
Laptop	<input type="checkbox"/>	Whiteboard	<input type="checkbox"/>
		Microphone	<input type="checkbox"/>
		Flipchart	<input type="checkbox"/>
Are you able to provide any of the above, if so which?			

Personnel – do you need any helpers?			
Toastmaster	<input type="checkbox"/>	Timer	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Will you source these or would you like the Convention committee to do it for you?			

Do you have a preferred cap on attendees? (if yes, how many?)	
Will you be providing handouts to participants during your session? Are you able to provide these yourself?	
Will you be selling any products after the workshop, if so what and will you require a table in the foyer for this? <i>Please note: products and materials can only be promoted/sold after the workshop</i>	
Are you a District Officer, Club President, VPE, Area/Division Director or otherwise required/intending to attend the District Council Meeting?	

## Acknowledgement

I, \_\_\_\_\_ affirm that the above details are true and correct to the best of my knowledge. I am aware that the Annual Convention is being held at the Hotel Grand Chancellor, Hobart on 18<sup>th</sup> – 20<sup>th</sup> May 2018 and all costs incurred to attend this event will be my sole responsibility (including event registration, travel to/from venue, parking and any accommodation costs).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_