

Financial Executives International – Dallas Chapter Professional Development Committee

REQUEST FOR INFORMATION*

SUBMISSION OF PROGRAM INFORMATION FOR CONSIDERATION OF A SPEAKING ENGAGEMENT AT A PROFESSIONAL DEVELOPMENT SESSION PRESENTED BY THE DALLAS CHAPTER OF FINANCIAL EXECUTIVES INTERNATIONAL

The Dallas Chapter of Financial Executives International (FEI Dallas) is accepting speaking engagement proposals for the professional development portions of our meetings. With the help of our members, sponsors and the business community, we have consistently provided our members with programs of the highest quality.

If you have a great topic and speaker or panel, we invite you to make a proposal to us. Due to the limited number of slots, desire for diversity in topics and a great pool of speakers, **we must pick from among the proposals and cannot guarantee all entries will be allowed to present.** Preference is given to our sponsors, but ultimately proposals are selected based on their merit and relevance. Programs not selected in the current year may be considered the next year.

For the best chance of selection, Information submitted should be as complete, concise, and informative as possible and will be evaluated as described below.

About FEI Dallas

The FEI Dallas Chapter is the largest chapter in the U.S., with approximately 750 members who are senior-level financial executives representing a broad spectrum of companies and industries. Our meetings, professional development seminars, and informal outings focus on the highest quality speakers and entertainment to facilitate the flow of new ideas and perspectives, and assist our members in making sound business and career decisions. Attendance at monthly professional development seminars, which precede our dinner meetings, is consistently over 220 attendees. Dinner meeting attendance is typically around 350.

Program Criteria

1. Presenting to FEI Dallas is on a voluntary, unpaid basis.
2. The program must be educational in nature and qualify for Continuing Professional Education (CPE) credit, technical or non-technical, as set forth by the National Association of State Boards of Accountancy (NASBA). www.nasba.org
3. The program should be delivered by an individual or moderated discussion panel with topic expertise and demonstrated presentation skills to facilitate the learning experience of senior-level executives.
4. The program should be delivered in an informative and entertaining manner to hold the attention of senior-level executives.
5. The speaker and program must not directly promote personal, business or organization products, services, or monetary self-interest.
6. Speaker must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

*This RFI is issued solely for informational and planning purposes.
Submission of this document shall not be construed as engagement to present.

Program Evaluation and Selection

RFIs are reviewed and evaluated by the Committee which is comprised of FEI members including at least one member of the Board of Directors. Program selection and scheduling is at the sole discretion of the Committee with final decision by the Committee Chair under advisement by the FEI Dallas Chapter Board of Directors.

RFIs are evaluated with the following metrics in mind. Previous programs, speaker bios, website information including Social Media profiles, and/or presentation videos may also be considered.

1. Program content is timely and relevant to FEI Dallas Chapter members.
2. Program contains clear, specific, and informative content which is directly linked to the benefits/outcomes that can realistically be met in the time allotted.
3. Program contributes to FEI Dallas's goal of presenting a balanced slate of speakers representing diverse backgrounds, viewpoints, and organizations.

Chapter Sponsors – Chapter sponsors will receive preferred consideration to present based on the information contained in their RFI. However, the Committee makes no guarantee that chapter sponsors will be engaged to present at any time. A well written and descriptive RFI is key to program selection.

Submitting RFIs

RFIs should be submitted to Jay Smith and Ron Rushing, Chairs of the FEI Dallas Chapter Professional Development Committee. There are seven opportunities to present a PD Session to the Dallas Chapter in any given year: at monthly chapter meetings September to April, except December. Given the limited number of presentation opportunities, RFIs should be submitted as early as possible and be as complete and descriptive as possible, for best consideration.

Jay Smith
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Ron Rushing
Vice Chair, FEI Dallas Chapter Professional Development Committee
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Meeting Schedule

FEI Dallas Chapter monthly meetings are typically held on 2nd Mondays from September to April. Meeting dates for the 2016/2017 year are as follows:

2016	2017
September 12	January 17* – Economic Forum
October 10	February 13
November 14	March 13
	April 10

**Not on 2nd Monday*

3:00-3:30 p.m. Speaker check-in and sound check
 4:00–5:45 p.m. Pre-Meeting Professional Development Session | 2 CPE credits
 5:30–6:30 p.m. Networking Social
 6:30–8:00 p.m. Dinner Meeting

Primary Contact

Name				
Company name				
Email				
Phone	Preferred:		Alternate:	
FEI Member or Sponsor?	Member (Y/N):		Sponsor (Y/N):	

Program Information

Topic	
Proposed presentation title	
Brief program description	
Preferred date or timing	
Presentation format (individual, panel, etc.)	
Describe at least three benefits or outcomes that attendees will derive from attending this program, please be specific	
Any special arrangements required for this	

program (room setup, A/V, special software, etc.)	
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Speaker Information

Duplicate as necessary for multiple speakers

Speaker name (if undetermined, provide as much information as possible about the type of speaker to be engaged)				
Company name				
Company website				
Email				
Phone	Preferred:		Alternate:	
FEI Member or Sponsor?	Member (Yes/No):		Sponsor (Yes/No):	
Describe speaker's expertise on topic and include bio with RFI submission				
Has speaker presented to FEI in the past? If so, please provide event, topic and date.				
Link to sample presentation, if available (e.g., YouTube, etc.)				
May we share information with other FEI chapters or professional organizations? (Yes/No)				

Submission

Send this completed RFI to Jay Smith and Ron Rushing, Chairs of the FEI Dallas Chapter Professional Development Committee. Given the limited number of presentation opportunities with FEI Dallas, RFIs should be submitted as early as possible and be as complete and descriptive as possible, for best consideration.

Jay Smith
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 Professional Development Committee
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