



REQUEST FOR PROPOSAL
Speakers for 142nd Annual WFDA Convention
Kalahari Resort & Spa, Wisconsin Dells, Wisconsin
June 12-14, 2023

PURPOSE:

The Wisconsin Funeral Directors Association (WFDA) is currently soliciting proposals for presenters at our 142nd Annual WFDA Convention. This is the largest annual gathering of funeral directors in the state and is taking place in Wisconsin Dells at the Kalahari Resort & Spa June 12-14, 2023!

Speaker Responsibilities:

- Provide a high-quality educational presentation
- Engage attendees through audience participation and discussion
- Coordinate with staff regarding any special equipment needs
- Provide a picture, session description, learning objective, top three takeaways, and speaker biography
- Ensure the session is not perceived as an infomercial
- If selected, speaker must provide the following:
 - Provide Timed Outline of Session by April 1, 2023
 - Provide W-9
 - Promote your participation in the event on your social media sites
 - Provide final presentation materials in designated PowerPoint format by Friday, May 19, 2023

Presentation must fit into of the following categories:

1. Grief counseling or communication
2. Professional conduct, business ethics or legal aspects specifically related to practice in the funeral profession
3. Business management concepts relating specifically to delivery of services to a consumer
4. Technical or practical aspects of the funeral profession

IMPORTANT NOTES:

- Presenter will only present educational information. Sales pitches for products or services are strictly prohibited.
- All RFP responses must be submitted via e-mail using this form to be considered.
- WFDA is a non-profit organization and has a very limited budget for speaking fees.
- Speaker is responsible for their own travel and hotel accommodations.
- The presenter will only present educational information. Sales pitches for products or services are strictly prohibited.
- All RFP responses must be submitted via e-mail using this form to be considered.
- **Please send all materials in one email to events@wfda.info by Thursday, December 1, 2022.**



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Speaker Name: _____

Title: _____

Company: _____

Address: _____

City/ST/ ZIP: _____

Phone: _____

Email: _____

Website: _____

Have you attended a WFDA Convention Before?

- Yes
- No

Have you presented at a WFDA Convention Before?

- Yes
- No

Please attach the following information with your submission to office@wfda.info by Thursday, December 1, 2022:

- Proposed Topic(s)
- Presentation Summary
- Headshot & Short Bio
- Learning Objective Statement
- Top Three Takeaways for Attendees
- Approximate Runtime of Presentation

PLEASE EMAIL YOUR SUBMISSION TO EVENTS@WFDA.INFO

Wisconsin Funeral Directors Association

wfda.info | (608) 256-1757