**ToP Network Annual Meeting**

Session/Meeting Request Form

Your 2013 ToP Network program planning team is working towards developing a great network gathering in January 2013 in Durham, North Carolina. To help us create a fine event, we are seeking your help in identifying workshops, discussions, and training sessions to include in the program. If you would like to offer a session, be it a plenary or concurrent session within the Friday afternoon through Sunday schedule, and/or a post training session, please fill in the request for proposals below. Please note, sessions that are interactive, articulate a clear link to the ToP methods (illustrating, advancing, or even promoting) are preferred. While we cannot guarantee that every proposal will be accepted, we will do our best to accommodate requests. Please see the “DURHAM” themes below to guide your thinking and proposal.

**Deadline for Submission:** Monday, October 8, 2012

**To:** Heidi Wilson, stellablue74@gmail.com

**Requestor Contact Information**

|  |  |
| --- | --- |
| **Name:**  |  |
| **Phone:** |  |
| **Email:** |  |

**Type of Event (check all that apply):**

* Post-Annual Gathering training
* Plenary Session[[1]](#footnote-1)\* (all members attend)
* Concurrent Session (multiple session might take place simultaneously)
* Book Charting (book title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Length of Time:*** 30 min
* 45 min
* 60 min
* 90 min
* other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | **Session Format:*** Discussion (“presenter” serves as facilitator)
* Presentation (one or more presenters with Q&A at the end)
* Other (describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Who is the target audience of this session?** *(e.g. for everyone, trainers, practitioners, the Board, the Executive Committee, new members)*

**Will this session be closed to only those identified as the target, or open to all?**

Closed/Open

**Please describe the session (250 words or less, for use in the online program):**

**Who will be leading or presenting (Name and contact information)?**

**Under which theme would this session best fit? *(please select one of the following themes)***

* **D - Discovering the ToP Network:** *it is about Who we are and what are we have done–taking a look at the past. Networking/Connecting with folks.*
* **U - Understanding the heart of our work:** *It is about sharing**stories and evidence of successes as facilitators and trainers.*  Sharing some of *our current challenges also?*
* **R – Rallying Around the ToP Methods:** *It is about having some fun, getting an idea of what is out there, analyzing training issues, sharing facilitation excitement and certification, innovations and creativity around using the ToP Methods and skill building around “Facilitation Design”.*
* **H - Heralding ToP Successes in 2012:** *In what ways have we been successful using ToP Methods and integrating them into our work? (It is about broadening our real life understandings, new approaches, hands on examples of successes)*
* **A - Advancing our work:** *Wide open to anything - It is about creativity, openness and innovations here.*
* **M- Moving Forward with new friends and colleagues** *It is about ToP organizational things – Where are we going and How have we been effective? How can we be more effective? What do we need to do to step it up as a ToP Network? ToP Network Strategic Planning begins and probably morphs into work groups.*

Please send your completed form to

**Heidi Wilson,** **stellablue74@gmail.com**

**by Monday, October 8, 2012**

If you have any questions, feel free to call her at 202-412-5985.

1. *\* Please note, the Program Team will need to ultimately decide which sessions will be plenary or concurrent sessions based on the number of session submitted. We will try to accommodate as many sessions as reasonable.* [↑](#footnote-ref-1)