



PROTOCOL & DIPLOMACY INTERNATIONAL

PROTOCOL OFFICERS ASSOCIATION

Call for Programs

PDI-POA invites you to add to the conversation and engage with your peers as a Forum presenter at the 2024 International Protocol Education Forum. The Forum is a chance for protocol professionals to expand their knowledge, refresh their skills, and reunite with colleagues from around the world.

Joining us as a Forum presenter is an opportunity to advance the profession of protocol, expand your network through an audience of peers and raise visibility of your institution or company.

All sessions will be in-person 15 - 18 July 2024, in Montreal, Quebec, Canada. This year's event will not include a virtual component. Presenters are encouraged to consider presentations that support this year's theme, "Sustainable Protocol & Diplomacy: cultivating our commitments to the land, ourselves and each other".

Who Should Submit

- Members or non-members interested in sharing an appropriate topic for an educational breakout session.

Suggested Topics

- Protocol Fundamentals
- Educational Case Studies
- Advanced Skills for Protocol Officers
- Sustainable Protocol and Diplomacy
- Indigenous Relations and Protocol
- Health and Wellbeing for the Protocol Professional
- Previous topics have included: state visits, inaugurations/coronations, delegation & trade mission, security at large events, gifting, corporate

*Session proposal submissions are encouraged in either English or French languages. Session delivery may be presented in English or bilingually.

How Do I Submit a Proposal?

The proposal includes:

- A basic form including session title, subject track, actionable takeaways, as well as presenters' names, titles, and affiliations.
- Description (400 words max). This will be a main point of focus of the committee during evaluation.
- Learning Objectives
- General Outline
- Biographies for each speaker (75-100 words)

[Complete the Proposal Form here.](#)

How Are Proposals Selected?

Proposals are peer-reviewed and selected by the Forum planning and Continuing Education & Professional Development committees with a primary responsibility to curate high-quality Forum content. The review committee places a strong emphasis on ensuring that the slate of selected proposals and presenters represent the diversity of the protocol professionals across our nation and world.

The committee evaluates the quality of submissions based on the following criteria:

- Relevant to current needs and interests of attendees
- Potential for audience engagement
- Practical application of material
- Content well-aligned with audience expertise

Deadlines for Accepted Submissions

- Call for proposal submission deadline: **15 February 2024**
- Decisions sent: **Week of 15 March 2024**
- Finalization of speaker(s) biography and photo and presentation abstract: **17 April 2024**
- Finalization of who is speaking at the event: **30 April 2024**
- Final presentation & handout submitted: **19 June 2024**
- Additional deadlines will be shared in speaker communication in May

A few important points:

- Breakout Sessions will be 60 minutes. Presenters should reserve 10-15 minutes for Q&A. We expect about 50-75 attendees to attend each session.
- Presenters will provide an electronic resource for participants. This can be the presentation itself, a text summary of the session's key points, or a useful tool such as a checklist or collection of best practices.
- Presentations can include more than one presenter.
- You may submit more than one proposal. All will be considered.
- Selected presentations will be scheduled in the agenda at the discretion of the Forum organizers.
- Submission of a Forum Presenter Proposal and Agreement does not guarantee your selection.
- Presenters receive no consideration, cash or in-kind, from the Association for their presentations.
- Selected presenters are required to register for the Forum and pay the registration fee by the published deadline to attend and present at the Forum.

Thank you for supporting PDI-POA's educational mission with your presentation ideas!