



# Request for Proposals

*North Star Genealogy Conference  
27-28 October 2023*

The Minnesota Genealogical Society (MGS) requests breakout session and workshop proposals for the 2023 North Star Genealogy Conference, 27-28 October 2023.

## About the Conference

The North Star Conference Committee is planning a conference with broad appeal to genealogists and family history researchers throughout the Midwest. The conference will be presented in a hybrid model with in-person sessions and a virtual option.

This year's conference theme is ***NorthStar: Connecting Families***. The conference aims to teach participants how to access more collections and how to be more inclusive in their own genealogy endeavors. We are looking to present a variety of topics related to Midwestern genealogy resources, methodologies, case studies and DNA to expand their ways of thinking about genealogy.

The conference is expected to draw 75-100 attendees. The North Star Conference is an outstanding opportunity for aspiring genealogy educators to add speaking experience to their resumes.

## About Your Proposal

*The North Star Conference planning committee seeks proposals from individuals, multi-person teams, or organizations.* Proposals must be submitted on the official proposal form (see link below).

- Most breakout sessions will be one hour in length, to include 15 minutes for questions. The Committee will consider proposals for 2-hour workshop-style sessions.
- Prospective speakers may submit up to six proposals.
- A speaker may be invited to give one, two, or three presentations.

**Format.** Standard sessions are 60 minutes, including 15 minutes for questions. Presentations that include opportunities for audience participation or hands-on exercises are encouraged. Proposals for longer, workshop-type sessions will be considered. Illustrated talks are strongly preferred.

**Handouts.** MGS will make handout material available to registrants online in digital format prior to the conference. A handout, limited to four pages, is required for each lecture presentation (special consideration may be made for more pages for workshop-type sessions). Speakers own and retain copyright to all presentation and syllabus material. Handouts must be submitted in PDF format; handouts are due **30 September 2023**. Speakers who miss the submission deadline may be replaced

on the program.

**Compensation.** MGS offers a \$175 speaker honorarium for each standard one-hour breakout session, plus free Friday-Saturday conference registration.

**Technology.** Speakers must provide their own laptop computer or make arrangements to borrow one. MGS will make projectors available, but speakers are encouraged to make sure they have appropriate computer-to-projector cables and adapters for the kind of computer they use.

**Submission Process.** Submit no more than six proposals no later than **March 30, 2023** using the online submission form at <https://www.mnqs.org/northstar-rfp> and submit a separate entry for each lecture proposal.

**Expectations of Speakers.** Invited speakers will be asked to sign an agreement formalizing the invitation and the speaker's intent to attend. The agreement will incorporate the following:

- Failure to meet deadlines is cause for removal from the program.
- Handout material (2-4 pages) is required for all presentations.
- Speakers will provide their own laptop computer or other device required for presentation.
- A speaker who becomes unable to attend shall notify the conference chair immediately so that arrangements can be made for an alternate speaker.
- MGS appreciates efforts by speakers to advertise and promote the North Star Conference on social media, websites, blogs, or by other available means.

**Audience:** The North Star audience includes beginning, intermediate and more advanced genealogists and family historians. Successful proposals may focus on beginner or more advanced researchers, but proposals suitable for intermediate level researchers are especially desired. Intermediate researchers are defined as those who are familiar with and have used the most common records to solve a genealogical research question. The best presentations will have some value for all levels, including highly motivated beginners.

**Sponsorship Opportunities.** Organizations interested in sponsoring or organizing a session are invited to submit proposals. In exchange for paying a speaker's honorarium, a sponsoring organization will have opportunities to promote their organization. The Minnesota Genealogical Society is very grateful to sponsoring organizations. Potential speakers may want to approach potential sponsor organizations. For more information about how to sponsor or help organize a sponsored session, contact the planning committee at [northstar@mnqs.org](mailto:northstar@mnqs.org).

The Society-Speaker agreement will include an option allowing presentations to be recorded for future viewing by conference attendees.

## Key dates for presenters:

30 March 2023: Proposals due

15 May 2023: Notification of acceptance of proposals

1-30 August 2023: Pre-record Sessions

30 September 2023: Handouts due to MGS (instructions provided)

27-28 October 2023: Conference