



Important Information for all Seminar Presenters

Missions Fest™ (Year)

Seminars are an integral part of Missions Fest. **Our goals for the seminars** are to:

- to educate people about what is happening in mission, both at home and abroad.
- to inform people about the challenges, the strategies and opportunities of missions
- to encourage people to get involved in the Great Commission by going, sending, praying and giving

The purpose of offering seminars is to fulfill the goals of Missions Fest by providing important educational information and expertise for the conference attendees. We emphasize “educational” because the seminars are NOT places to promote one’s own organization. If this is done, the organization may not be invited to present seminars in the future. If other organizations are doing a similar kind of work, then they should be mentioned during the seminar in deference and respect of others.

Submission of an application implies acceptance of all of Missions Fest guidelines and policies.

We are thankful for the many fine presenters that offer their services and look forward to receiving your seminar application for Missions Fest™ this year.

Guidelines and Policies

The theme for Missions Fest _____ is “_____”.

To help focus our seminars, we have selected eleven different seminar tracks, which you will find on another document called, “Seminar Tracks”. We ask that you structure your seminar to fit into one of these seminar tracks.

Please keep in mind as you prepare your seminar application that we are looking for seminars that will educate, inform and encourage people about the “big picture”-whether it is the current state of Christianity in Europe, what to say to a Muslim friend or how to prepare for a short-term mission trip. Specific examples from your own organization or experience can be used to illustrate your points but should not encompass your entire presentation.

Please limit your submissions to three in any one category(Adult, Youth, Youth Leader, Children). Our choice of seminars depends on a number of factors, including how many applications we receive, how well your proposed seminar fits with our goals and theme and how many other applications we have on the same topic. Applications in any one category do not necessarily exempt you from being accepted as a presenter in any other category. As it says in Matthew 22:14, “many are invited, but few are chosen”!

Please note and abide by **the deadline of (Date)** for seminar applications. Applications received after the deadline date may not be considered.

Seminar length. All seminar sessions are **one hour** in length. Please structure your presentation to allow ample time for questions and discussion. Be aware that other presenters may need to enter your room to set up in time for the next seminar.

The use of a pseudonym for your name is advisable for those working in security sensitive areas of the world. Please be sure to document both your given name and your pseudonym on your application.

According to our policy, seminars at Missions Fest will be presented on a **volunteer basis**. It is up to you and or your organization to cover your expenses. Please note that admission to Missions Fest is free and no registration is required by attendees.

We would particularly like to encourage **missionaries** who are planning to be on furlough and who are planning to be in the festival area near the time of our conference, to submit seminar applications. This allows our seminars to have perspectives that are fresh from the field. We hope agencies will consider submitting applications on behalf of their field missionaries who will be on furlough or encourage their missionaries to do so.

Handouts are encouraged; people love to go away with something tangible and practical. The handouts should be notes about the seminar, not advertising about your organization. Specific areas for prayer, relating to your seminar topic, also make a good handout.

Substituting with Other Presenters. Seminar presenters may not substitute other presenters for any of their assignments, without first consulting with the coordinator of Missions Fest. If permission is granted, it must be made 3 months before the festival so that all publications reflect these changes. Alternative speaker information available to Missions Fest must include name, address, phone numbers, presenter's bio, email addresses, title and 2-3 line description.

Avoiding Inferences of Hate. As a guideline, we recommend that seminar presenters read the Canadian Law on matters related to all forms of "hate" and take heed whenever speaking publicly during Missions Fest (plenary sessions and/or seminars). Go to:

HYPERLINK "http://www.media-awareness.ca/english/resources/legislation/canadian_law/federal/criminal_code/criminal_code_hate.cfm"http://www.media-awareness.ca/english/resources/legislation/canadian_law/federal/criminal_code/criminal_code_hate.cfm or

HYPERLINK "<http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf02998e.html>"<http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf02998e.html>

Recording of seminars. It is the Missions Fest policy to record every session presented at Missions Fest for the following reasons:

- Missions Fest leadership is accountable to its constituency for all events that occur at the conference. Therefore, all sessions must be recorded. Presenters may request that the recording of their presentation not be duplicated for reasons of security.
- Missions Fest is responsible to ensure its presenters abide by the laws of the country with regards to inferences of hate and racism.
- Missions Fest must ensure that a presenter does not denigrate another agency registered as an exhibitor at the same conference.
- Missions Fest must ensure that a presenter does not promote his/her agency during his/her presentation.

A presenter may request that his recording not be duplicated for distribution.

Unauthorized audio or video recordings are not permitted without permission.