

Request for Proposals
For
Inspired Writers Seminar Speakers

2013 Inspired Writers Cruise
Royal Caribbean's Allure of the Seas

www.writersinthemarketplace.org

March 31-April 7, 2013

Section #1: Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for speakers for the Inspired Writers Milestone Cruise Seminar Sessions sponsored by the **Writers in the Marketplace Independent Publishers**.

Seminar speakers must be willing to provide their services **pro bono publico**. As invited speakers, a portion of their cruise related expenses may be tax deductible. Seminar topics will encompass but are not be limited to the following writer enhancement themes: *Social Media Marketing, Entry Level Nuts & Bolts of Creative Writing, Developing a Strategic Book Marketing Plan, Character Development in Fiction Writing*. Speakers will also be part of a panel discussion.

Speakers may expect a wide range of exposure before seminar attendees. The seminar will be held as part of two days of a 7-day cruise on the Allure of the Seas Royal Caribbean. The atmosphere will be one of fun and learning in a relaxed environment.

Section #2: General Information

1. Address questions about the RFP by email, no later than 4 p.m. January 31, 2012 to: speakers@writersinthemarketplace.org. Answers will be posted on our website: www.writersinthemarketplace.org no later February 3rd. Questions received after 4 p.m. January 31st will not be answered.
2. Cruise stateroom reservations are made directly to the tour **agent Colleen Martin at Cruises Only, 888-969-4768 ext. 73815 under booking #6580191, Milestone Cruise**. After the initial stateroom deposits are made, payments can be provided throughout the year 2012 with final balance due January, 2013.
3. Written proposals are due by email no later than 5 p.m. on February 20, 2012. Email: Speakers@writersinthemarketplace.org . In the subject line, include **"RFP" for Inspired Writers Cruise**.
4. Proposals submitted by due date become the property of Writers in the Marketplace Independent Publishers and will not be returned. Proposals submitted after due date will not be considered.
5. All qualified persons are encouraged to submit proposals. Seminar sessions are available as follows:--All Seminar Sessions will be 1 hr. in length
Writers in the Marketplace Independent Publishers reserves the right to select

proposals who, in its sole discretion, meet the planned theme of the Inspired Writers Seminars as well as the criteria set forth within this RFP.

Section #3: Selection Criteria

Please address the following criteria in your proposal

1. Evidence of Qualifications/Credentials (if author, name of book)
2. Title of Proposed Workshop
3. Presentation Description and particular

In fifty (50) words or less describe your proposed topic for your presentation.

Note: You may also recommend a topic if not already mentioned in this RFP.

4. Learning Objectives:
What are the participant learning objectives for your presentation
State in writing "By participating in this workshop, the participants will be able to.."
5. Will you have handouts? Please describe. Will you need AV equipment?
6. Biographical Sketch
In fifty (50) words or less describe your background and expertise which qualifies you to present on this topic.
7. Photo and video Release
Speakers will sign and submit a seminar/workshop photo release form

Co-Presenter/s

If co-presenter/s are being considered for your presentation, please provide the same information required in the Selection Criteria, Section V, for each presenter as well as their names, mailing address, phone number, fax number, and email address.

TIMELINES AND TERMS

The selected Seminar Speaker will be subject to the following provisions:

A. **Agreement to Perform Conference Speaking Services**. The days, timelines and terms of the Seminar speaking engagement will be outlined and confirmed in writing by Writers in the Marketplace Independent Publishers' Speakers Department to offerors after proposals are selected.

Timelines to be met are:

January 31, 2012	Received questions about the RFP
February 20, 2012	Distribute answers to questions by 5:00 p.m.
February 27, 2012	Proposals due no later than 5:00 p.m.
March 9th, 2012	Conference topics selected
March 16th, 2012	Conference presenter (names, titles) finalized and offer to selected offerors distributed

B. **Indemnification and Insurance**. The selected offeror will indemnify and agree to hold Writers in the Marketplace Independent Publishers, a subsidiary of VMAssociates, Inc., harmless from any liability, which may be imposed against Writers in the Marketplace Independent Publishers by reason of its acts or omissions.

C. **Non-solicitation clause**. Marketing and sales to attendees may only be conducted during the assigned seminar session and in any vendor exhibit area that may be provided by Writers in the Marketplace Independent Publishers on permission of the Royal Caribbean lines. No marketing or sales material will be allowed to be displayed during the keynote speaker presentation.

Writers in the Marketplace Independent Publishers, a subsidiary of VMAssociates, Inc. reserves the right to cancel the engagement with the speaker at any time with or without cause and with or without notice, and in the event of any such cancellation, Writers in the Marketplace Independent Publishers and VMAssociates shall have no liability to the speaker as a result of the cancellation. This RFP is governed by the laws of the state of Maryland, USA.

