



“Inspiring a Sustainable Future”

7 –8 March 2024

London, UK

Speaker Application Form

Submission Deadline: 29th September 2023



Background:

Association of Professional Declutterers & Organisers (APDO) is a not-for-profit association.

APDO members are the most influential decision-makers in the British organising industry: entrepreneurs, consultants, trainers, speakers and coaches who procure, provide and recommend products, services and brands to clients.

APDO will be holding its 14th annual conference, a two day face-to-face event that will be taking place on the 7th and 8th March 2024. We will be welcoming professional organisers from across the country, and abroad, to provide the opportunity to expand their knowledge base, grow their businesses and share ideas through educational sessions and networking.

We expect to attract a significant number of delegates who are at the beginning of their organising business journey. However, we are keen to ensure we provide an event which delivers for those who have been involved in the industry and are seasoned professionals. We are therefore looking for speakers to present topics that will stimulate new ideas, build organising and business skills, and provoke thought and discussion amongst all attendees.

We are looking for speakers to deliver sessions particularly (but not exclusively) on the following topics:

- Sustainability within our own businesses, within ourselves, and for our clients.
- Technology – Cloud based storage and the impact it has.
- The future of sustainability with AI, for example, Chat GPT
- Hoarding – how to sustain a new way of living
- The relationship between productivity and sustainability
- Latest research findings related to our industry
- Subjects around reuse and renew
- What happens in the Charity shop world – behind the scenes
- Research pieces on Consumerism, shopping habits and shopping addictions; the psychology of buying and spending; How does consumerism impact mental health; Online shopping addiction; What is the psychology behind consumerism
- Repeat clients – how to develop a sustainable business
- Developing a sustainable business by sustaining yourself

We would love to hear from you if you feel you can add value to our 2024 conference program. Please [click here](#) to access the APDO 2024 Conference speaker application form

Submission deadline is: 29th September 2023. Successful applicants will be notified by: 30th October 2023.

We hold all speaker applications on file to contact you about future APDO events.

We look forward to receiving your application!

A handwritten signature in black ink, appearing to read 'Simon Wigzell', with a horizontal line extending to the right.

Simon Wigzell
APDO Events Director



ABOUT APDO

APDO was founded in 2004 in response to a growing interest in clutter-free living. Our founders recognised it was difficult for people to know where to find decluttering and organising help, and that professionals in the decluttering and organising industry needed their own UK association. We will be celebrating our 19 year anniversary in November 2023. As our network has grown, and the organising industry develops its profile, services and skills, APDO continues to work on behalf of our members to raise awareness, co-ordinate PR opportunities, provide training, resources and advice and set the standards for the industry.

WHAT YOU NEED TO KNOW

APDO 2024: Inspiring a Sustainable Future

DATE: THURSDAY 7 & FRIDAY 8 MARCH 2024

Venue: London UK (Venue to be confirmed)

Times: 09.30 – 17.30 GMT Day 1 with the option to join us for dinner to discuss the day's topics and to relax.
09.30 - 17.30 GMT Day 2

Number of attendees: Approximately 120 each day

Program Notes:

Our approach is designed to appeal to organisers at all stages of their business journeys. We have used extensive feedback from previous conferences to identify 'hot' topics that you will find within this application pack. We are looking for speakers to deliver topics that will stimulate new ideas, build organising and business skills, and provoke thoughtful discussion.

We would encourage you to think about the following formats that we would like to offer at our conference:

1. A traditional keynote session that is expected to last up to 90 minutes including questions and answers
2. A keynote session to last up to 60 minutes, followed by a 60 minute interactive implementation workshop with a break in between.
3. A focus session to last up to 90 minutes including questions and answers
4. A focus session to last up to 60 minutes, followed by a 45 minutes interactive implementation workshop with a break in between.
5. A panel discussion to last up to 90 minutes including questions and answers,

The implementation workshops would give our delegates the opportunity to work on how they would use the information they have learnt to enhance their businesses.

WHAT DO WE OFFER?

Fees (per person unless otherwise stated)

- Keynote: £400 (per session) with implementation session (additional £150)
- Focus Session: £200 (per session) with implementation session (additional £75)
- Panel Facilitator: £100
- Panel: £50 per panel member
- Free attendance to the conference on the day you are presenting
- The opportunity to network and promote your business, products and services
- Promotion via our newsletters, blogs and social media (APDO is active across various social media channels)
- The option to include an offer or additional information in the goodie-bag presented to all delegates
- European travelers: up to £75. Rest of World travelers: up to £250 (these fees are split where there are two presenters for one session)

SPEAKER POINT OF CONTACT

For all enquiries please contact:
Simon Wigzell at conference@apdo.co.uk

IT IS IMPORTANT THAT YOU READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS PRIOR TO COMPLETING THIS APPLICATION FORM.

APPLICATION TERMS AND CONDITIONS (PLEASE READ CAREFULLY)

By submitting this form to APDO, the following terms and conditions apply:

1. The speaker fees unless stated are all-inclusive.
2. In addition to the speaker fees, the following travel allowance fees are paid for speakers from outside of the UK: Europe: £75; RoW: £250. No additional fees will be paid for airfares, airport transfers, accommodation or any social events unless otherwise stated.
3. If you are travelling with a partner, they are very welcome to join us at the conference and/or for the social events, but **they will need to pay for their own conference ticket and social event tickets.**
4. Your information, for marketing purposes, will need to include:
 - a. Information form - includes a 100-word biography and details of your proposed session/s.
 - b. A video in one of the following formats: .MOV .MPEG4 .MP4 .AVI .WMV.
The video should be no more than **2 minutes long** and spoken to camera as if you are talking to the delegates. The video may be used for marketing purposes so phrases such as “should I be successful” should not be used. The video needs to contain the following information:
 - Your name, name of your business and the country where you are based
 - About your business (e.g. specialist areas, time in business, etc)
 - Your session (s) topic
 - What will be learnt in your session(s)
 - Your presenting style
 - A fun fact about yourself

- What would you most look forward to at the APDO conference

c. A headshot

5. Conference marketing: We try to make the process as efficient as possible. The specifications above allow us to use these details as part of the conference marketing where possible. However, there will be an opportunity to swap in different information if required. As mentioned above, speakers are expected to do a short 2 minute video as part of the application process and this will be used when introducing their sessions in the run up to conference. It is the responsibility of the speaker to ensure all information provided is accurate, the spellings of names are correct and ready to publish on the APDO website and social media platforms.
6. Speakers will need to have confirmed attendance and signed all contracts by **10th November 2023**.
7. Speakers will need to have provided relevant marketing materials by **24th November 2023**.
8. Speakers will need to book their own conference ticket to ensure the correct information is captured. Further information to follow.
9. Speakers will receive free space at the conference “expo” to promote any products and services. This could be in the form of an area within the venue or via the goodie-bag presented to delegates or both, whichever is available. Details of these requirements need to be confirmed by **12th February 2024**.
10. Final presentation slides and any hand-outs need to be received by **19th February 2024**.
11. Speakers are committed to participate at the time and date specified by the APDO conference committee.
12. The sessions will be recorded on the day and made available to delegates following the conference. This may be subject to change.
13. There will be a photographer and videographer capturing the conference throughout the two days. Please indicate your preferences in the relevant section below.
14. Speakers are responsible for the layout of their “expo” area along with managing the sale and delivery of any products. We will provide a sign with your name and business name and logo.
15. Your speaker fee will need to be invoiced to APDO by **5th April 2024** but only following your session.

Please [click here](#) to access the APDO 2024 Conference speaker application form

Key Dates:

29th September 2023	- Speaker Applications Close
30th October 2023	- Notice of successful applicants
10th November 2023	- Speakers to confirm attendance and signed contracts
24th November 2023	- All relevant marketing material to have been provided
12th February 2024	- deadline for confirmation of expo products and requirements
19th February 2024	- Deadline for final presentations and hand-outs.
5th April 2024	- Deadline for Speaker fee invoice submission but only following your session.