

WRPA Conference Education Session Proposal Form:

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General Information:

Thank you for your interest in becoming a speaker for the Washington Recreation & Park Association.

The information requested in the following Session Proposal form is necessary to ensure the Conference Education Committee (CEC) has the information needed to review and evaluate your proposal. If your session is selected, detailed information is also needed to ensure that WRPA can approve your session for Continuing Education Units (CEUs).

WRPA offers trainings year round and your session proposal may be considered for a variety of training programs.

Questions regarding your submission should be directed to the {WRPA Office}

WRPA Audience:

The goal of WRPA is to fulfill the educational needs of our diverse audience by providing a selection of relevant topics addressed by top-notch presenters. WRPA event attendees represent a broad spectrum of professionals from entry level employees to executive-level Administrators.

WRPA members represent a wide variety of professional disciplines including, but not limited to: recreation programming, park maintenance, park planning, golf course management, administration, marketing/public relations, facility management, aquatics, athletics, youth/teen services, special events, capital project management and public land management.

WRPA members come from a variety of communities and programs, so their perspectives and challenges vary greatly. The audience also reflects a range of experience levels, from longtime WRPA members to people who are just starting to investigate the park and recreation profession.

Session proposals that are relevant to a cross-section of members are more likely to be selected.

Selection Criteria:

WRPA seeks to fulfill the educational needs of our diverse audience by creating a balanced program that is comprehensive and reflects a multitude of perspectives. We will select sessions based on the following criteria:

1. Overall quality of the proposal, including completeness of the application
2. Focused and well-defined topic
4. Relevance to the park and recreation profession
5. Practical application of material
6. Presentation skill(s) and experience of the proposed speaker(s)
7. Applicability to a statewide audience

Commercial/Promotional Presentations:

Presenters/speakers may NOT sell, raffle or otherwise promote a product, service or organization in which they have a financial interest.

☐ By selecting the box, I agree to the above conditions.

Speaker Agreement

If your proposed education session is selected, the lead presenter will be required to sign a Speaker Agreement that includes the following general information:

Copyright and Licensing (I'm switching the order of this page.)

I understand the following:

1. **WRPA has the right to modify content, including session titles and session descriptions, for marketing purposes. [Please make this BOLD]**
2. I may use the handout materials, presentation, visual aids and any other material prepared by me for the above mentioned presentation in any manner I desire, including publication.
3. Papers and illustrations will not be returned to me by WRPA.

In consideration of my acceptance to speak, I hereby grant to WRPA the right to:

1. Record, copy, and transcribe my presentation, including oral, written, and visual materials and to compile my presentation with other presentations as part of the event educational materials.
2. Redistribute my presentation and handout materials in any form or format including paper and electronic formats to any audience.
3. Take still photographs during my presentation that may be used for WRPA publicity or publications in any form or format including paper and electronic formats.

This release applies only to my presentation and materials and in no way limits my own use of my own materials. Any copyright of my presentation and materials shall continue to be my property or that of any other party. My presentation will not infringe any copyright or include any material that is libelous, scandalous, or an invasion of privacy.

4.

☐ By selecting the box, I agree to the above conditions.

Session Proposal Submittals and Notifications

Please select the trainings(s) for which you would like your session proposals to be considered.

You only have to submit your session information ONE time to be considered for all WRPA annual training programs.

If your proposal is accepted for one event, it may or may not be selected for another. Proposals remain in the WRPA database for the calendar year. Proposals must be submitted annually for consideration in subsequent calendar years.

☐ 2017 Annual Conference (May 2-4, 2017 – Spokane, WA) ☐ 2017 Fall Summit (October 2017 – Location TBD)

☐ 2018 Risk Management School (January/February 2018 – Location TBD)

☐ Webinar Presentation (year-round)

☐ Network presentation/training (year-round)

☐ Leadership Training (dates TBD)

☐ Other _____

I prefer my session to be scheduled during the following time:

☐ Morning

☐ Afternoon

☐ Does Not Matter

Length of session:

Note: A very limited number of spaces are available for double sessions:

☐ 1.25 Hours (0.1 CEU's)

☐ 2.50 Hours (0.2 CEU's)

Session Title and Session Contact Information:

Limit your session title to 10 words or less.

Session Title _____

Please note, WRPA has the right to modify content, including session titles for marketing purposes.

This session is best suited for: ☐ A keynote presentation (50-minutes in length, 200 + audience)

☐ An education session (1.25 to 2.50 hours in length, 40 to 100 in audience)

Has this session been previously presented at a WRPA training?

☐ Yes

☐ No

If yes to the previous question, please provide the name of the training and the year of the presentation.

Please provide the contact information of the person organizing this session. This person will serve as the main contact for this session proposal. This contact person may or may not be one of the session presenters.

First Name: _____ Last Name: _____

Job Title: _____ Employer: _____

Email: _____ Phone: _____

Please provide the name of the Conference Education Committee (CEC) member you have been working with (if applicable):

Name: _____

Lead Speaker Information

Presenter #1 (Lead Speaker)

First Name: _____ Last Name: _____

Job Title: _____ Employer: _____

Email: _____ Phone: _____

Presenter Bio. Describe the lead speaker's experience with this subject material and his/her experience speaking. Include work experience, research and other pertinent information. This should essentially be a brief bio that if selected, may be included in marketing materials.

Has the lead speaker previously presented at a WRPA training?

☐ Yes

☐ No

If yes to the previous question, please provide the name of the training and the year of the presentation.

This speaker's experience teaching adults includes:

☐ Past speaker at WRPA Annual Conference, Business Institute or Mid-Year

☐ Past speaker at other WRPA training

☐ Professional educator

☐ Professional development trainer

☐ Staff trainer

☐ Professional speaker

☐ No previous experience

Other: _____

Additional Presenters

No more than three presenters are allowed for a 1.25 hour session and no more than four presenters are allowed for a 2.5 hour session.

Presenter #2 (optional):

First Name:	_____	Last Name:	_____
Job Title:	_____	Employer:	_____
Email:	_____	Phone:	_____

Presenter #3 (optional):

First Name:	_____	Last Name:	_____
Job Title:	_____	Employer:	_____
Email:	_____	Phone:	_____

Presenter #4 (optional):

First Name:	_____	Last Name:	_____
Job Title:	_____	Employer:	_____
Email:	_____	Phone:	_____

Subject Area

Please SELECT ONLY ONE OPTION that is most applicable to your proposal:

- ☐ Citizen/Advocacy
- ☐ Healthy Lifestyles
- ☐ Leadership and Management
- ☐ Park/Facility Planning and Design
- ☐ Park/Facility Maintenance
- ☐ Recreation Programming
- ☐ Revenue/Customer Service
- ☐ Aquatics
- ☐ Risk Management

Please select the secondary category that is most applicable to your proposal:

- ☐ Citizen/Advocacy
- ☐ Healthy Lifestyles
- ☐ Leadership and Management
- ☐ Park/Facility Planning and Design
- ☐ Park/Facility Maintenance
- ☐ Recreation Programming
- ☐ Revenue/Customer Service
- ☐ Aquatics
- ☐ Risk Management

Session Description and Needs Identification

Please provide a written description of your session.

This information will be used by the selection committee during the proposal review process, and will also be used in promotional materials, such as flyers, brochures, programs, etc. Please be clear and concise. Please also be creative! (Please limit to 100 words).

Please note, WRPA has the right to modify content, including session descriptions for marketing purposes.

EXAMPLE: A shortage of funding and diminishing subsidies is the reality that many agencies are facing, yet the demand for parks and recreation services continues to climb. Sustaining programs and operations is a balancing act, but it's also an opportunity to engage a new business philosophy...entrepreneurialism! The speaker will share his experience working for two of the largest counties and transforming a subsidized operation into a successful entrepreneurial operation. Learn the keys to partnering with retailers, vendors and major corporations while still preserving the integrity of your parks system.

Session Description:

Provide a clear explanation of how the need for the session proposal was identified.

This should identify a problem and solutions to the problem. This information will help the selection committee better understand your proposal and the session topic. (Please limit to 100 words or less).

EXAMPLE: Public parks and recreation agencies, like all other agencies are facing funding challenges. Taking a cue from the private sector, this session will cover alternatives to fees and taxes. The presentation will explore entrepreneurial strategies including partnerships, sponsorships, naming rights, volunteers and other opportunities. Case studies from three local jurisdictions will be included in the presentation.

Need for Session:

Learning Outcomes or Objectives

Learning outcomes or objectives are statements that specify what learners will know or be able to do as a result of attending the session. Outcomes are usually expressed as knowledge, skills or attitudes. They help to:

1. Focus on learner's behavior that is to be changed
2. Serve as guidelines for content, instruction and evaluation
3. Identify specifically what should be learned
4. Convey to learners exactly what is to be accomplished

Since the learner's performance should be observable and measurable, the verb chosen for each outcome statement should be an action verb which results in overt behavior that can be observed and measured. Sample action verbs are: compile, create, plan, revise, analyze, design, select, utilize, apply, demonstrate, prepare, use, compute, discuss, explain, predict, assess, compare, rate, and critique.

EXAMPLE:

The participant will be able to identify and understand various entrepreneurial strategies available to public sector agencies.

Provide three observable and measurable learning outcomes or objectives. Limit to one sentence (20 words or less) per outcome.

Please note, WRPA has the right to modify content, including learning objectives for marketing purposes.

1. _____
2. _____
3. _____

Instructional Methods

Please identify all of the instructional methods proposed for this session.

Generally, most of the education sessions presented at our conferences are a lecture format, with only a few panel and round table discussions. For panel and round table discussions to qualify for CEUs, all panelists/discussants must be listed as speakers in this proposal.

Instructional Methods:

- ☐ Lecture
- ☐ Audience Participation/Hands-on Practicum/Demonstration
- ☐ Panel Discussion
- ☐ Small Group Discussion (Round table format)
- ☐ Other _____

Room Set-Up Requirements

Speakers are required to bring their own PC compatible laptops and projector remotes as they will not be provided.

Laptop Agreement

- ☐ By checking this box, I understand that I will need to provide my own PC compatible laptop for my presentation.

Rooms are typically set up theater or classroom style for 40 to 100 people, depending on room size. Rooms are set standard with a screen and projector. Please identify the additional equipment you will need for your presentation. **Note:** every effort will be made to accommodate speaker requests, but may be limited due to budget or availability of equipment.

- ☐ Podium
- ☐ Microphone (wireless mics available for keynotes only)
- ☐ Flip chart with markers
- ☐ Internet access
- ☐ Patch to sound to play audio/video
- ☐ Other: _____

[I'm wondering if we can set the form up, so that the items above are separate by column when we download to Excel. So, all of the people that need a podium will show up as a "yes" in the podium column. Currently, all of this dumps into one column and has to be separated out. This would save a data management step.]

Please describe any special accommodations needed for the speaker(s):

Speaker Honorariums and Travel Reimbursements

Please note: WRPA works with a small budget to pay for speaker honorariums. If you, the speaker, require an honorarium in order to present this proposed session, please complete the appropriate information below.

Any proposal with a speaker who requires an honorarium will be reviewed separately from the other proposals and be held to different selection criteria based on budgetary and programmatic needs. If fees are not requested via this proposal form, it is assumed will be required or requested at a later date.

☐ **No**, I will not require an honorarium and/or any additional fees for this presentation.

☐ **Yes**, I will require an honorarium and have provided the details below.

[We had some problems with speakers not making a fee request and coming back after the fact and asking for payment. I added the check boxes above hoping to resolve this issue. Feel free to edit/format as you see fit.]

Enter your total speaker fee below, including all travel and lodging expenses (if applicable):

The above fee includes the following expenses:

- ☐ Airfare
- ☐ Lodging/Hotel
- ☐ Car Rental/Airport Transfer
- ☐ Meals
- ☐ Other: _____

Please provide additional comments/information for consideration by the selection committee:

To be fully considered for a speaker honorarium, please provide URL links for up to three sample presentation videos.

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We appreciate your interest in the WRPA conferences and trainings and thank you for submitting your proposal form. If you have any further questions, comments, or concerns, please contact the {WRPA Office}.