

## **Writing a Successful Session Proposal**

Thank you for your interest in submitting a session proposal for the American Horticultural Society's **2018 National Children & Youth Garden Symposium (NCYGS) to be held in Ithaca, New York at Cornell University July 11-14**. The Symposium is all about sharing ideas and learning from each other, and we are excited to review your proposal! Please review the following tips for writing a successful session proposal.

- Try to make session titles descriptive and specific. This will attract more attention than a vague or general title, and help attendees to quickly understand what your session is about and what sets it apart from the other sessions being offered.
- There are two session types:
  - Lectures are 60 minutes long and provide an opportunity for sharing/discussion of a certain idea(s) or topic. Hands-on elements are welcome but not required in a lecture presentation.
  - Workshops are 90 minutes long and should actively engage participants with hands-on activities and/or significant participant interaction.
- Carefully consider the educational objectives of your session, and how they will be achieved. One of the evaluation criteria for session proposals is the value to practitioners - what new knowledge, ideas, resources, etc. will attendees be able to take home with them from your session to benefit their own work? Examples and stories of experiences are vital educational tools, but should not be the entirety of the presentation. It is beneficial for sessions to focus on techniques, theory, and practices that are directly applicable to attendees, supported by specific examples.
- Keep your session's intended audience in mind. NCYGS has a diverse audience, with classroom teachers, "informal" educators from a variety of organizations, botanical gardens staff, landscape architects, program coordinators, and more who work with a wide range of age groups (pre-K through 12th grade). Most attendees currently work in the field of children & youth gardening in some capacity.
- Carefully consider the format and flow of your presentation. Activities such as breaking into small groups may work well for some presentations, but not in all contexts.
- Be as informative, specific, and accurate as possible in your detailed session description. What exactly will participants do in your session? What specific topics will be addressed, and how? If a session proposal is accepted, editors will use the information in this section to create the session descriptions for attendees.

Email [education@ahsgardening.org](mailto:education@ahsgardening.org) or call 703-768-5700 ext. 121 with questions. **Thank you for your time and interest!**