



### **Call for Education Proposals Guide**

2020 NRPA Annual Conference

October 27-29, 2020

Orlando, FL

### **Call for Proposals open October 28- November 29, 2019**

#### **OVERVIEW**

The 2020 NRPA Annual Conference is an inclusive opportunity for all current and future NRPA Members to engage in exceptional learning experiences that help to advance career development, individual productivity, and organizational effectiveness for the Parks and Recreation profession. NRPA is seeking conference proposals that reflect sound adult learning principles and reflect the best thinking in the field. To deliver exceptional learning experiences, preference may be given to proposals that feature an interactive presentation style, supports NRPA's three pillars of Social Equity, Conservation, and Health & Wellness, and delivers an effective mix of the following:

**CONTENT:** • Reflect innovative, cutting-edge content, and evidence-based practice • Present a business case with evidence supported by research or data • Explore issues important to a national audience of Parks and Recreation professionals.

**INSTRUCTIONAL DESIGN:** • Stimulate and provoke discussion, audience engagement, and outcome-focused design • Facilitate knowledge transfer and development of new competencies and “take-aways” • Use methods that draw out relevant past knowledge and experiences.

**THOUGHTFUL CONSIDERATION OF THE AUDIENCE:** • Target audience is executive-level professionals and emerging leaders • Provide approaches for diverse types of learners • Demonstrate relevance of lessons through “real-life” case studies and best-practices.

#### **TOPIC AREAS**

As you reflect on your proposal, please consider the following topics, which are education tracks for the conference program. While proposals may address more than one area, you must select one which is the best fit. Example topics noted are intended to help you in develop/plan, but we welcome and encourage additional ideas as well. ♦ Advocacy ♦ Aquatics ♦ Career Development ♦ Conservation ♦ Employee & Volunteer Management ♦ Health & Wellness ♦ Leadership & Management ♦ Planning, Design, & Maintenance ♦ Public Relations & Marketing ♦ Recreation & Sports Programming ♦ Revenue & Customer Service ♦ Social Equity & Inclusion

#### **CONFERENCE THEME**

The theme for the 2020 NRPA Annual Conference is: “Parks Build Community” in celebration of 10 years of the Parks Build project.

## LEARNING FORMATS

Adult learners usually prefer to engage in self-directed learning. Learning formats support a range of instructional methods that give attendees more control over setting priorities and choosing the right content, materials, and methods that match their learning styles and objectives.

- Interactive Lecture (**maximum** of 2 presenters)
- Panel Session Presentation (**maximum** of 5 panelists)
- Speed Sessions – 20 minute highly engaging sessions. A separate call for proposals will be issued for speed sessions. (**maximum** 1 presenter)
- Pre-Conference Workshops – half or full day deep dives on the day prior to the beginning of the conference. Requires separate registration by the attendee.

All proposals must be submitted using the NRPA online proposal website and must include a completed outline. (sample forms found in the resources section of the [proposals page](#)) Upon submitting a proposal, you will receive an automatic confirmation for your records if it was submitted successfully.

Plan your submission in advance. We suggest that you first collect your thoughts for your proposal and review the sample form before submitting. Collect contact information and biographies from your co- presenters before beginning the form.

Use clear, error free language. Session proposals require clear and concise titles, persuasive learning outcomes-focused descriptions in a short and long version, and three action-oriented learning outcomes that answer the question “upon completion of this session, participants will be able to...”.

Avoid all commercial bias. Any submission that is not educational in nature, not neutral and/or unbiased, and not free of commercial motive/intent will not be accepted. If accepted, those in violation of this policy may forfeit future speaking opportunities.

We seek to create the premiere event for the Parks and Recreation industry, and therefore priority is given to proposals that include original content designed exclusively for NRPA. Priority will also be given to those sessions that include engaging, interactive formats where the presenter shares in the learning and discovery.

## PROPOSAL EVALUATION

Proposals will be evaluated by the Conference Program Committee based on the following criteria:

- **Originality:** At the NRPA Annual Conference it is essential that we continue to present unique and exciting programs that reflect our dynamic community.
- **Relevance:** NRPA seeks sessions that are of great interest to prospective attendees and clearly benefit the professional needs of the designated audience.
- **Overall Quality:** NRPA is dedicated to ensuring that the learning programs at Annual Conference meet the highest standards of excellence.

Proposals are programmed by track by the Conference Program Committee seeking to meet desired track goals and to provide diversity to the conference education program overall.

## DATES AND DEADLINES

- Call for Proposals Opens: Monday, October 28, 2019
- **Call for Proposals Deadline:** Friday, November 29, 2019, at 11:59 p.m. EST
- Conference Session Invitations: March 2020
- Session Materials Due: October 4, 2020
- Conference Dates: October 27-29, 2020 – Orlando, FL

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All proposals must be submitted [electronically here](#).

# Sample Proposal Form

**Proposal Title:** \_\_\_\_\_

**Add Presenters:**

- Add a logged in user as a presenter
- Search existing contacts in our database
- Add/Edit presenter

**Proposal Info:**

**Length of session:**

**Format:**

**Track:**

**Ability Level:**

**Full Session Description:**

This information will be used by the selection committee during the proposal review process, and will also be used in promotional materials, such as fliers, brochures, programs, etc. Please be clear and concise. (1000characters or less)

**Methodology:**

Explain how you will conduct the presentation. You are challenged to be informative, creative and interactive. Provide enough detail that reviewers can clearly visualize your presentation. (1000characters or less)

**Provide 3 Measurable Learning Outcomes:**

- **Outcome 1:**
- **Outcome 2:**
- **Outcome 3:**

**If asked to submit your proposal by NRPA or a Committee Member, please indicate which one using the dropdown menu:**

**Have you presented this education session at an NRPA Annual Conference before?**    Yes    No

**Have you presented this session at another conference or professional development opportunity beyond NRPA?**    Yes    No

**If yes, please indicate where:**

**Please select the NRPA Pillar that your session best supports:**

Social Equity	Conservation
Health and Wellness	None of these

**Select one or more additional education tracks that your proposal may be considered for:**

Advocacy	Health & Wellness	Recreation & Sports Programming
Aquatics	Leadership & Management	Revenue and Customer Service
Career Development	Planning, Design & Maintenance	Social Equity & Inclusion
Conservation	Public Relations & Marketing	
Employee & Volunteer Management		

**Accommodation Requests**

**Sign Language Interpreter:** Yes No

**Active Listening Device:** Yes No

**Riser (stage) with ramp:** Yes No

By checking this box, you accept and agree to our [Data Usage and Privacy Policy](#)

I agree with Terms & Conditions - [Click here for Speaker Terms](#)

**All proposals must be submitted [electronically here.](#)**