



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

2019 NRPA Annual Conference

September 24-26, 2019

Baltimore, MD

Call for Proposals open October 29- November 30, 2018.

#### **OVERVIEW**

The 2019 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, and Maintenance ♦ Public Relations/Marketing ♦ Recreation and Sports Programming ♦ Research ♦ Revenue/Customer Service

## 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.

## DATES AND DEADLINES

- Call for Proposals Opens: Monday, October 29, 2018
- **Call for Proposals Deadline:** Friday, November 30, 2018, at 11:59 p.m. EST
- Conference Session Invitations: March 2019
- Session Materials Due: September 6, 2019
- Conference Dates: September 24-26, 2019 – Baltimore, MD

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



# Sample Proposal Form

Proposal Title:

Submit a New Proposal:

Submit a New Proposal Instruction

**Proposal Title**

Proposal Title Instruction

**Add Presenter(s)**

There are three ways you can add presenters for this proposal.

- [Option 1: Add logged in user as presenter](#)
- [Option 2: Search existing contacts in our database.](#)
- [Option 3: Add/Edit presenter](#)

Presenter	Company	Type
[Presenter 1]	NRPA	Moderator

## Proposal Info

Length of Session\*

Format\*

Track\*

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. (750characters or less)

A large rectangular text input field with a light gray border. It contains no text. On the right side, there are vertical scrollbars with up and down arrows. On the bottom side, there are horizontal scrollbars with left and right arrows.

Custom Proposal Info

Provide 3 measurable learning outcome. Upon completion of this session, participants will be able to ...:

Learning Outcome 1:(200 Characters)

A small rectangular text input field with a light gray border. It contains no text. On the right side, there are vertical scrollbars with up and down arrows. On the bottom side, there are horizontal scrollbars with left and right arrows.

Learning Outcome 2:(200 Characters)

A small rectangular text input field with a light gray border. It contains no text. On the right side, there are vertical scrollbars with up and down arrows. On the bottom side, there are horizontal scrollbars with left and right arrows.

Learning Outcome 3:(200 Characters)

A small rectangular text input field with a light gray border. It contains no text. On the right side, there are vertical scrollbars with up and down arrows. On the bottom side, there are horizontal scrollbars with left and right arrows.

If asked to submit your proposal by a Conference Program Committee member, please indicate which one using the dropdown menu:

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Have you presented this education session at the NRPA Annual Conference before?

- Yes
- No

Please select the NRPA Pillar that your session best supports

- Social Equity
- Health & Wellness
- Conservation
- Not Applicable

\*You must complete the required fields before submitting your proposal for consideration  
**All proposals must be submitted [electronically here.](#)**