

Southwest Park & Recreation Training Institute Education Session Proposal Form



**Southwest Park
and Recreation
Training Institute**

Call for Sessions

64th Annual Southwest Parks and Recreation Training Institute
February 3 – 6, 2019

Session Proposal Instruction Sheet

Submission Deadline: Submission must be received no later than **May 31, 2018**.

Criteria for Proposals: When completing proposal, check each box to ensure proper consideration of session.

- Typed, not handwritten
- Proposal has clean and concise statements of intended learning outcomes in measurable terms
- Presenter/speaker's resume or vitae is attached as evidence of qualification to teach content
- Session logistics are identified, including presenter's costs for people outside the field
- Presentation outline attached (optional)

Please note: The information you submit is assumed to be complete and correct, and may be published in the conference program.

Session Selection

The Program Committee, consisting of the President-elect and Education Board of Regents, will select the top-rated sessions and schedule them according to room availability.

Ratings will be based on how well the proposed session aligns with the themes outlined in this form, intended outcomes, and the presenter's qualifications. Notification of selection will be completed by August 15, 2018.

Educational Themes

- Administrative / Management** – e.g. current and future trends, marketing, professional development, strategic thinking, leadership, research, customer service, partnerships, ethics.
- Maintenance / Planning and Natural Resource Management** – e.g. design trends & access, water conservation, project management, performance measurement, support systems, master planning, resource preservation, bio engineering, urban wildlife, conservation, stewardship programs, multi-use and special use.
- Recreation / Leisure Services** – e.g. program design, event management, sports and sports tourism, publicity, image development, strategic marketing plans, target markets, customer service, partnerships and collaborations.

Return completed session proposals no later than **May 31, 2018** by mail or e-mail:

✉ MAIL TO: Mike Amond
BREC
6201 Florida Blvd..
Baton Rouge, LA 70806

E-mail: mamond@brec.org
Phone: 225.273.6405 ext. 538

OR

Bob Monaghan
140 Meadow Knoll Rd.
Double Oak, TX 75077

bobmonaghan@verizon.net
Phone: 972.529.8644

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NOTE: PROPOSALS MUST BE TYPED OR REPRODUCED ON A COMPUTER.

TITLE (Limit to 9 words):

DESCRIPTION (Limit to 25 words):

Please include in the description how the session may be related to the health safety and welfare of the public.

Proposed Speakers (required)

Please complete the following speaker info:

Speaker 1

NAME: _____ TITLE: _____
AGENCY: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
WORK PHONE: _____ FAX: _____
E-MAIL: _____

Speaker biography is required: attached or type below

Speaker 2

NAME: _____ TITLE: _____
AGENCY: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
WORK PHONE: _____ FAX: _____
E-MAIL: _____

Speaker biography is required: attached or type below

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CEU Certification

Requirements:

1. Activity must be planned in response to educational needs that have been identified for a target audience.
2. Activity must have clear and concise, written statements of intended learning outcomes.
3. Qualified instructional personnel must be involved in planning and conducting each activity. Each speaker is required to submit a vita or biography for pre-approval for session CEU qualification.
4. Content and instructional methods must be appropriate to the intended learning outcomes of each activity.
5. **Participant must demonstrate their attainment of the learning outcomes.**
6. Participants must evaluate each learning activity.

Target Audience (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Administration / Management | <input type="checkbox"/> Design / Planning | <input type="checkbox"/> Facility Management / Maintenance |
| <input type="checkbox"/> Forestry | <input type="checkbox"/> Natural Resources | <input type="checkbox"/> Recreation Programs / Leisure Services |
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Other, please indicate _____ | |

Learning Outcomes (required)

Learning outcomes are required and must be written using acceptable terminology that is measurable in describing how the participant will be able to demonstrate what they have learned in this educational session.

Acceptable Terms include: count, define, describe, identify, list, name, outline, quote, recall, reproduce, state, write, discuss, give examples, predict, summarize.

Unacceptable Terms include: know, understand, appreciate, acknowledge, grasp, improve, learn, enhance.

Examples of acceptable Learning Outcomes:

At the conclusion of the educational program, participants will be able to:

1. Give three examples of specific strategies that have been successful.
2. Summarize the dangers related to lack of supervision.
3. Describe ways to demonstrate the economic value of parks and recreation.

At the conclusion of the education program participants will be able to:

1.

2.

3.

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Session Logistics

Handouts and Support Materials

Hard copies of your materials will not be provided by SWPRTI. If you are planning to have a handout, please bring them to your presentation. SWPRTI will post your support materials online for delegates to view after the institute if electronic files are provided and presenters provide the necessary authorization.

I give permission for my handouts and support materials to be available to delegates after the institute. Yes No

PROGRAM NEEDS

LENGTH: 1 ¼ -hours 1 ½ -hours

Does your session require more time and, if so, please indicated the amount of time required: _____ -hours

AUDIO/VISUAL NEEDS

(Please check all that is applicable):

LCD projector (you must provide your own laptop computer)

TV/DVD player Flip Chart/Easel

Session Expenses

If you are seeking compensation from SWPRTI for anticipated session expenses please complete the following:

*(Speakers who are current members of SWPRTI or employed in the field of parks and recreation are normally **not eligible** for honorarium, expense reimbursement or waiver of registration fees. The program committee will work individually with speakers to determine what expenses may be appropriate.)*

	Item Description	Cost
1.	Fee/Honorarium	\$
2.	Airfare	\$
3.	Lodging - Date(s):	\$
4.	Mileage	\$
5.	Other (specify):	\$
	(Note: To add lines right click here – click “Insert” – click “Insert Rows Above”)	
	(Note: To update total, click on formula and press F9)	\$ 0.00