2020 VRPS ANNUAL CONFERENCE

Education Session Proposal Submissions

October 3– 6~ Norfolk, VA~ vrps.com

General Proposal Tips

GENERAL PROPOSAL TIPS:

- Sessions should provide a variety of perspectives and should be applicable to a wide range of communities and different points of view. The selection committee seeks multifaceted discussions and captivating speakers.
- Speakers must complete a separate submission for each session they are proposing.
- If there are multiple speakers, all speaker information (name, title, employer, address, phone, email, introduction, resume, headshot) will need to be collected in a single submission.
- All proposals must be submitted online.
- It is expected that proposals be written so they will be eligible for CEU's.
- All Submitters will receive email notification no later than July 1, 2019 informing whether their proposal was accepted or declined.
- Each approved speaker will receive a welcome packet that includes a speaker agreement confirming session date, time and location.

PROPOSAL STANDARDS

- **Subject Matter Expert.** Speakers shall have both in-depth and broad knowledge of the subject, going beyond their personal experience or experience of their organization.
- **No Commercials.** Speakers may not sell or promote any product, service, or publication during any presentation. Distributing or handing out a company's promotional literature is prohibited outside of the exhibit booth.
- Education session blocks are one hour and fifteen minutes or two hours and thirty minutes, including question and answer time, for attendees to be eligible for CEU's.
- The maximum number of speakers for sessions is two speakers for an hour and fifteen minutes, or four speakers for two hours and thirty minutes.

EQUIPMENT AND ROOM SET UP

- VRPS will provide a projector, screen, laptop and flip chart/markers upon request.
- Internet access is not provided. If Wi-Fi is required for your presentation, please indicate so in your proposal.
- Speakers must use a thumb/flash drive for their presentations.
- The preferred program to use for presentations is Microsoft PowerPoint.
  If you plan to use an alternate software, please email the Audi Visual Team Lead, Arseni Aliomarov at Arseni.Aliomarov@norfolk.gov.

SPEAKER COMPENSATION

- VRPS Professionals **ARE NOT** eligible for compensation for speaking, travel expenses, hotel costs, meals, etc.
- Professional speakers who are not VRPS professionals **MAY** be compensated for speaking and traveling; however, this is a decision that the steering committee will consider include level of experience, reputation, and qualifications of the speaker.
- Please contact James Mickle or Kari Diop for additional information.
- Speakers that wish to attend sessions should register for conference.
- Speakers not registered for conference must purchase tickets for any meals or social activities they wish to attend.

VRPS SPEAKER STANDARDS:

Knowledge of the subject: Speakers and moderators shall have both in-depth and broad knowledge of the presented subject, going beyond their personal experience or experience of their organization. This will help provide examples for delegates that illustrate various points of view or methods of doing things and allow more complete responses to questions.

Presentation skills: Speakers shall understand how to address and teach adults. This includes, at a minimum good voice projection, coordination of oral and visual information, ability to interact positively with the audience, and ability to synthesize information into understandable segments and present them in an orderly and logical manner. Slide material should touch on key points of the presentation, and not be the main mode of delivering information.

No commercials: Conference sessions are meant to provide information for industry professionals, not make sales pitches. No speaker will sell or promote any product, service, or publication during any presentation. Distributing or handing out a company's promotional literature is prohibited outside of exhibit booth.

Consider the purpose: Registrants attend conference to gather information that can help them do their own jobs more effectively. Speakers should attempt to relate information keeping in mind how members of the audience and the specific focus of the event can use it.