



VIRGINIA RECREATION AND PARK SOCIETY 2021 ANNUAL CONFERENCE

Education Speaker Submission Information

CONFERENCE DATES
October 24-26, 2021

LOCATION
Hotel Madison & Shenandoah Valley Conference Center
710 S. Main St. Harrisonburg, VA 22801

CONTACT INFORMATION

Tom Hoy Education Co-Chair tom.hoy1961@icloud.com (540) 974-6601	Stacy Herbaugh Education Co-Chair sherbaug@fcva.us (540) 665-5678	Nicole Gray CEU Coordinator nicole.gray@harrisonburgva.gov (540) 433-2474
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REGISTER ONLINE: WWW.VRPS.COM



Dear Potential 2021 VRPS Conference Speaker:

We hope things are going well for you at this time. We know we have had a very different 2020 than any of us imagined and we hope you and your families have stayed healthy and safe.

We currently serve as Education Committee Chairs on the Virginia Recreation and Park Society's (VRPS) Education Committee for the 2021 VRPS Conference to be held in Harrisonburg, Virginia at James Madison University's Hotel Madison on October 24-26, 2021.

We are writing today to encourage you to submit a speaker proposal request form to speak at our VRPS Annual Conference in 2021. We have been working and planning this Conference for well over a year and we have many tracks of education sessions planned including Leadership, Aquatics, Human Resources, Therapeutic Recreation, Park Maintenance and Planning, Senior Programming, Athletics, Emergency Management, Outdoor Recreation, Budgeting/Finance, Tourism, Project Management, Marketing, Environmental and several others.

For our conference attendees we offer Continuing Education Units (CEU's) to make it more conducive for our VRPS Members. Along with that comes the CEU process that we must adhere to. To achieve the CEU's for sessions we have included in this speaker proposal (outlining your session with objectives, schedule, etc.), head shot picture, resume, PowerPoint (if using one) and any handouts.

Thank you so much for considering being a speaker at our 2021 Conference in Harrisonburg. If you have any questions about the Speaker Proposal or anything please feel free to contact Stacy (sherbaug@fcva.us or 540-665-5678) or Tom (tom.hoy1961@icloud.com or 540-974-6601).

Respectfully,

Tom Hoy

Stacy Herbaugh

Education Committee Co-Chairs 2021



GUIDELINES AND STANDARDS FOR SPEAKERS

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. We're looking for multifaceted discussions and captivating speakers. VRPS encourages innovative and well-designed sessions.

The proposal is a useful tool for speakers to arrange and share information. Be sure to review and edit your proposal and put effort into writing the proposal.

If your proposal is selected, we request that you remain flexible regarding your session's aligned day and time within the conference schedule.

Speakers must complete a separate submission for each session they are proposing, if more than one.

Proposal

All proposals must be submitted online. Please see the "Tips for Proposal Submission" section below before submitting your proposal. All requested information must be provided for the proposal to be considered. Keep in mind that attendees are typically interested in receiving CEU's (Continuing Education Unit) for the sessions they attend. The information requested on the Education Session Proposal is necessary to determine if a proposed session is eligible for CEU's. Other than roundtable and panel discussions, it is expected that proposals be written so they will be eligible for CEU's. For CEU related questions, please contact Nicole Gray at nicole.gray@harrisonburgva.gov

Selection Process

Session proposals are reviewed and ultimately accepted or declined by the Education Committee, with a goal of establishing a comprehensive, well-balanced education slate for the conference delegates. On occasion, submitters may be asked for clarification on their proposal.

Successful Proposals

All submitters will receive email notification of whether their proposal was accepted or declined. Each approved speaker will be asked to sign a speaker agreement that will include confirmation of the date, time, and location of the scheduled presentation. This information should be reviewed carefully to verify accuracy and the ability of the speaker(s) to be at the assigned location on the assigned date and time. Please contact Tom Hoy or Stacy Herbaugh if any problems with the assigned date and time are discovered.



Timing

Education sessions for Conference 2021 will be one hour or two hours for double sessions, including question and answer time, for attendees to be eligible for CEU's. It is important that sessions start and end on schedule for the following session to not be negatively impacted.

The maximum number of speakers for sessions is two speakers for an hour and four speakers for two hours (with a break in between).

Audiovisual Equipment

VRPS will provide an LCD projector, laptop computer, and a screen. A flip chart with markers and sound speakers are also typically available. Speakers are encouraged to use a thumb/flash drive for their presentation.

The preferred program to use for presentations is Microsoft PowerPoint. If you plan to use an alternate software, please email this to IT Team Lead Algreatus "Gator" Batton at battona@charlottesville.org.

Wireless Internet

Internet access is not provided. If Wi/Fi is necessary for your presentation, please indicate so in your proposal.

Rooms

Sessions are scheduled in the Hotel Madison and Shenandoah Valley Conference Center meeting. In most cases, the room assigned to your session will be available fifteen minutes prior to your scheduled start time. Please use this time to ensure that everything is in order and that you are ready to begin on time. Also, nothing can be taped, stapled, or otherwise affixed to any wall or surface of the rooms. You will have a representative from the conference in your room to serve as room host in case you need anything.

Handouts

Most attendees are interested in practical application and how-to ideas that they can incorporate into their programs. It is encouraged that any handouts and presentations are provided to the delegates via the conference mobile app. Speakers may choose to provide hardcopies of the handouts, but VRPS will not provide copies during the conference.



Speaker Compensation

VRPS members or speakers from VRPS member agencies are not eligible for compensation for speaking. VRPS does not reimburse for travel expenses, hotel costs, meals, etc.

We encourage speakers to register for the day to attend conference sessions. Preference will be given to registered speakers during the selection process. Presenters not registered for the conference must purchase a ticket for any social or meal functions.

Speakers who are not VRPS members or from VRPS member agencies, but work within the field of parks and recreation, including those out of state, are generally not compensated for speaking.

Under certain circumstances, professional speakers who are not VRPS members MAY be compensated for speaking and traveling; however, this is a decision that the steering committee must make. Factors the committee will consider include:

- a) Level of experience, reputation, and qualifications of the speaker
- b) Number of sessions the speaker is presenting
- c) Number of people likely to attend the session
- d) Amount the speaker is charging
- e) Expected travel costs
- f) Total education budget



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 the exhibit booth.

Consider the Purpose

Registrants attend conferences 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.

Tips for Proposal Submission

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.

Session Title

Should be clear, concise, and accurately reflect the content

EXAMPLE: *Leadership for Parks and Recreation Professionals: Exploring Successes and Understanding Adversities*



Session Description

The description should provide a clear overview of the topic and should accurately reflect the content. The description will be used in marketing materials, as well as within the conference mobile app. The committee reserves the right to reduce or condense the description.

EXAMPLE: What makes one trail system a success, while another is unpopular or the source of conflict? Why do some trails last for decades with minimal maintenance, while others require yearly, expensive repairs? Whether you are planning to introduce mountain biking to your park or planning to upgrade an existing trail system, explore these questions and the many approaches to solving common trail management problems.

Learning Outcomes

Provide at least three measurable learning outcomes. Limit to 300 characters or less per outcome.

Learning outcomes are statements that specify what delegates will learn or be able to do because of the education session. They provide direction in the planning of a learning activity and help to:

- Focus on learner's behavior that is to be changed
- Serve as guidelines for content, instruction, and evaluation
- Identify specifically what should be learned
- Convey to learners exactly what is to be accomplished

EXAMPLE:

- 1) Session topic will contribute to larger body of knowledge related to public outreach by park and recreation programs and suggest new and unique means and forms for public outreach through the capital development process.
- 2) Participants will gain a better understanding of CIP process through increasing their knowledge and ways to plan for and seek public input.
- 3) Session participants will learn techniques for interdisciplinary public information processes for application throughout the process over the life of major capital and open space projects.

Education Session Outline

Each proposal must include a session outline. The outline must show the sequence of instruction and planned instructional strategies. Include times and relate the outline to the learning outcomes.



EXAMPLE:

Introduction—5 minutes

- a. Introduce topic**
- b. Introduce speaker**
- c. Identify learning outcomes**

II. Observations & Lessons Learned—10 minutes

- a. Provide context for methods and techniques to be presented and recommended**

III. Recommendations & Examples—30 minutes

- a. Learn methods and processes**
- b. Relate information to specific real-time examples**

IV. Facilitated Discussion—15 minutes

- a. Discussion focused on comparative lessons learned by participants**
- b. Include reflection on current projects and how to improve**

Speaker Introduction and Resume

Proposals must include a brief introduction for each speaker. The room hosts will use these to introduce the speaker, as well as for promotional purposes. Please do NOT say “see resume.” A good introduction includes the current title, agency, as well as educational background. In addition, a statement on previous positions, work with VRPS, or speaking engagements is helpful.

Speaker resumes should be limited to two pages total.

Checklist for Proposal Submission

- ✓ Session Title
- ✓ Session Description
- ✓ Learning Outcomes
- ✓ Education Session Outline
- ✓ Speaker Introduction
- ✓ Speaker Resume
- ✓ Speaker headshot in .jpeg format



EDUCATION SESSION PROPOSAL FORM

2021 Annual Conference Session Suggestions

The following session topics and example sessions can be used as inspiration for your session proposals. Please do not limit yourself to these topics. Consider your target audience, which may be entry level, front line, middle management, or executive level professionals. This includes administrators, planners, programmers, operators, students, and many more.

ADMINISTRATION

Budget, Foundations, Business Practices, Innovation, Cash Handling, Revenue Generation Strategies, Hiring Professional Services, Improving Cost Recovery

ATHLETICS

Youth Sports, Safety, Volunteer Screening, Collaboration with Coaches, Partnering with Non-Profits

AQUATICS

Air Quality, Model Aquatic Health Code, Swim Lessons, Renovations, New Facilities

BUDGETING

CHILDCARE PROGRAMMING

CULTURAL AND HISTORIC PRESERVATION

Resource Management, Re-enactments, Projects

CUSTOMER SERVICE

Technology and Customer Service Practices, Building your Brand

EMERGENCY MANAGEMENT

ENVIRONMENTAL

FACILITY OPERATIONS

Health and Wellness, Maintenance

FREEDOM OF INFORMATION ACT

FUNDING

GIS SYSTEMS IN PARKS & RECREATION

GOLF

Revenue, Maintenance, Retention

HUMAN RESOURCES

Recognizing, Rewarding, and Retaining Staff, Accountability, Managing Conflict, Succession Planning, Motivation, Documentation, Volunteers

INCLUSION

LEADERSHIP/MANAGEMENT

LEGAL ISSUES

MARKETING

Branding, Social Media, Sponsorships, Partnerships, Mobile Technology

MENTAL HEALTH FIRST AID

NEW AGE PROGRAMMING

OUTDOOR EDUCATION

Eco-Tourism, Experiential Education, Ropes and Adventure Programs, Kayaking

PARK MAINTENANCE, LANDSCAPE, AND TURF MANAGEMENT

Natural Playgrounds, Skate Parks, Sports Fields, Meadows, Wildlife, Dog Parks, Volunteers, Turf Fields



PARK OPERATIONS

Sustainability, Renovations

PARTNERSHIPS, COLLABORATION, AND ADVOCACY

Citizen Engagement, Public/Private Partnerships

PLANNING, DESIGN, AND MAINTENANCE

Preventive Maintenance, Design Build Process

PROFESSIONAL DEVELOPMENT

Networking, Individual Development Planning, Time Management, National Certification

PROGRAMMING

Camps, Nature and Outdoors, Family Recreation, Visual and Performing Arts, Seniors, Therapeutics, Youth and Teens, Before and After School

PROJECT MANAGEMENT

RESEARCH-BASED BEST PRACTICES

RISK MANAGEMENT

Pools and Facilities, Emergency Preparedness, Public Relations

SENIORS

Programming and advocacy for the Aging

SPECIAL EVENTS

Incident Command Systems, Event Operations

STUDENTS

Internships, Apply for a Job

TECHNOLOGY

TEAMBUILDING

THERAPEUTIC RECREATION

Disability Awareness, Inclusion

TRAILS AND OPEN SPACE, URBAN FORESTRY

Geocaching, Bike Share Program, Bike Safety, Naturalist Programs, Natural Area Management, Environmental Stewardship

TOURISM

WELLNESS AND FITNESS

Nutrition, Exercise

Dates and Deadlines

- Call for Proposal Opens: February 1, 2021
- Call for Proposals Deadline: June 15, 2021
- Conference Session Invitations Emailed: July 1, 2021
- Session Materials Due: September 1, 2021
- Conference Dates: Sunday, October 24- Tuesday, October 26, 2021- Harrisonburg, VA