



**Vermont Conference on Recreation**  
***The 75<sup>th</sup> – Come Celebrate our Diamond Jubilee***  
**Wednesday & Thursday, October 10 & 11, 2018**  
**Lake Morey Resort, Fairlee, VT**



**REQUEST FOR PROPOSALS**  
**EDUCATIONAL SESSION PROPOSAL GUIDELINES**

- **TITLE** - Seven words or less...ideally related to the [conference theme](#) "*Honoring the Past & Inspiring the Future.*"
- **DESCRIPTION** – In 125 words or less, please describe your session content using words that relate to the theme.
- **LENGTH** – Sessions, including time for questions and answers, are either 70 minutes (.1 CEU) or 3 hours (.3 CEUs).
- **TARGET AUDIENCE** – Please check appropriate box or boxes on the next page to signify target audience.
- **NEEDS IDENTIFICATION** - Why is this topic important?
- **LEARNING OUTCOMES** - Measurable behavior or performance objectives. Suggested verbs for writing learning outcomes include: count, identify, outline, recall, state, give, predict, define, list, quote, recognize, write, estimate, summarize, describe, name, read, reproduce, discuss.
- **AV/ROOM REQUESTS** - List AV needs; specify special room arrangements, e.g. lecture, large open space for activities, etc. NOTE: To minimize AV costs, VRPA is requesting speakers provide their own LCD projectors if at all possible. No laptops are available for use, speakers must provide their own. *VRPA cannot guarantee the availability of equipment not requested at the time the session proposal is submitted.*
- **PREFERRED SESSION TIME** - Specify only if speaker needs a specific time. Where possible, VRPA will attempt to schedule speakers according to requests.
- **ACCESSIBILITY REQUIREMENTS** – State any special accommodations the speaker may need.
- **SPEAKER CONTACT INFORMATION** – Complete contact information, including email, is required. All official correspondence will be sent through the lead/primary speaker. It is the Lead Speaker's responsibility to communicate all details with any co-presenters.
- **SPEAKER BIOGRAPHY** – Please attach a short biography for each speaker. What you provide will be used to introduce the speakers. Maximum 100 words.
- **SESSION HANDOUTS** – We will be requesting all session handouts at least two weeks prior to the conference, so that they can be downloaded to our website for delegates to access before coming to the conference. We will remind delegates to make copies of the handouts for the sessions they plan to attend. Speakers, please plan to bring handouts with you if you want to be sure that everyone has a copy. Thank you.

**PROPOSALS RECEIVED BY March 19, 2018 will be given priority.**

Send to:  
VRPA Executive Director, Betsy Terry at [betsy@vrpa.org](mailto:betsy@vrpa.org).

**Thanks!**



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***The 75<sup>th</sup> – Come Celebrate our Diamond Jubilee***

October 10-11, 2018 at Lake Morey Resort, Fairlee, VT

*“Honoring the Past & Inspiring the Future”*



**EDUCATION SESSION PROPOSAL**

1. **SESSION TITLE:** (We would appreciate it if you would use words that relate to the conference theme)

2. **SESSION DESCRIPTION:** (Please relate to the conference theme, thanks. Maximum of 125 words.)

3. **TARGET AUDIENCE:** (check all that apply)

- Administrative Assistants
- Recreation Programmers
- Trails, Parks & Facilities
- Administrators
- Other: please specify:

4. **NEEDS IDENTIFICATION:** *Why is this session important?*

5. **MEASURABLE LEARNING OUTCOMES:** *Use action words to describe learning outcomes.*

6. **AV/ROOM REQUESTS:** (Standard setup will be either classroom or theatre style seating with a Flipchart, Screen, AV cart and Presenter Table available in each room.) \* PLEASE provide your own LCD Projector and Laptop if at all possible.

- LCD Projector\*
- Overhead Projector
- Slide Projector (35mm)
- VCR / DVD
- Other: (please specify)

7. **SPECIAL TIME REQUEST FOR PRESENTATION:** (check one)      AM      PM      No Preference

8. **SPEAKER CONTACT INFORMATION:**

**LEAD SPEAKER NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**COMPANY/AGENCY:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**CO-SPEAKER NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**COMPANY/AGENCY:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

