



CONFERENCE EDUCATION SESSION PROPOSAL

DATE: November 8, 2019 LOCATION: Omni Frisco Hotel, Frisco, TX

Proposals are to be submitted via email to both:

Jasmine Lee, jlee@addisontx.gov, (972) 450-6221 and Travis Cunniff, tcunniff@cityofallen.org, (214) 509-4705

Submission Deadline: Friday, July 26, 2019

PLEASE NOTE: DUE TO CEU REQUIREMENTS, EVERY FIELD IS REQUIRED TO BE COMPLETED PRIOR TO SUBMISSION. INCOMPLETE SUBMISSIONS CANNOT BE CONSIDERED.

PROGRAM TITLE

Maximum of 8 words. Be descriptive, interesting and accurate; this is a chance to make your session sound fun and exciting.

BRIEF PROGRAM DESCRIPTION

Maximum of 75 words. This will appear on the website and the printed program, and should provide an accurate description of your session topic. This is your chance to convince attendees to come to your session.

NEEDS IDENTIFICATION

1-2 sentences. Why is your session necessary/what issue(s) you are addressing in this session?

PROGRAM LEARNING OUTCOMES

Writing Learning Outcomes: You must write 3 measurable behavior or performance objectives. To assist you in complying, please use the following words to identify what is expected of each learner for each outcome. "Participants will...":

Table with 8 columns: Define, Repeat, Record, Name, Outline, Recall, Summarize, Describe; Explain, Express, Identify, List, Recognize, Restate, Discuss, Give Examples

Outcome words to AVOID: Know Grasp Understand Improve Appreciate Learn Enhance

- 1)
2)
3)

LEARNER ASSESSMENT

Writing Learner Assessments: Provide a clear statement of how the participants will demonstrate their attainment of the 3 learning outcomes. Identify how will you measure this. Examples of assessment methods include:

Questions Review Discussion Test Reports Written Exercise Demonstration Case Study Solve Problems Evaluate

- 1)
2)
3)

NATIONAL ACCREDITATION STANDARDS CORE COMPETENCY AREAS

(Please check all that apply)

- PLANNING**-comprehensive or master planning, strategic planning, feasibility studies
- ORGANIZATION & ADMINISTRATION**-communications, marketing, community relations, application of technology
- HUMAN RESOURCES**-ethics, recruitment, selection & retention, performance evaluation & disciplinary process, succession planning, employee development, volunteers
- FINANCIAL MANAGEMENT**-fiscal policy & planning, fees & charges, grants & sponsorships, fiscal & asset controls
- PROGRAM & SERVICES MANAGEMENT**
 1. Active Living/Fitness/Athletic Programming
 2. Aquatics
 3. Recreation Programming
 4. Senior Programming and Services
 5. Therapeutic Recreation
 6. Special Events
- FACILITY & LAND USE MANAGEMENT**-maintenance, parks/grounds/natural areas management
- PUBLIC SAFETY, LAW ENFORCEMENT & SECURITY**-risk management, crisis/emergency planning & response
- EVALUATION & RESEARCH**-methodology, demonstration projects, quality assurance
- OTHER**-_____

INSTRUCTIONAL METHODS

(Please check all that apply)

- Lecture
- Facilitated Roundtable
- Demonstration
- Lecture w/ Hands-On Activities
- Panel
- Off-Site/Tour

ROOM SET-UP

(Rooms will be set-up in theater style, other set-up requires pre-approval)

- Theater (chairs only, no tables)
- Activity (Open area with chairs along the wall)
- Classroom (chairs and tables)
- Other _____

AUDIO/VISUAL EQUIPMENT

Speakers should bring presentation on USB flash drive (and speakers if needed). TRAPS will provide laptop, projector, screen and Wi-Fi access.

Other A/V Requests: _____

SESSION LENGTH

- 75 minutes/1 session block
- 150 minutes/2 session block *(two 75 minute sessions with a 20 minute break)*

PROGRAM OUTLINE

Provide a detailed outline of what will be taught, including time allotments for each segment. Total time must equal your selected session length on Page 2. Identify what topic will be covered in each segment. All outlines must dedicate time for learner assessments and a question and answer segment.

Example:

Introduction of speaker/topic - 5 minutes
 Part 1 - 10 minutes
 Part 2 - 10 minutes
 Discussion - 5 minutes
 Part 3 - 10 minutes
 Part 4 - 10 minutes
 Group Exercise - 15 minutes
 Question & Answer - 10 minutes

Proposed Outline:

SPEAKER INFORMATION:

Name: _____ Title: _____
 Organization: _____
 Address: _____
 Phone: _____ Email: _____

Speaker Adult Education/Teaching Experience:

Please list conference presentations, university/college guest lectures, adult recreation programs led, etc.

Speaker Introduction:

Maximum of 250 words. In a paragraph narrative format, tell us about the speaker(s). Include education, work/volunteer experience, awards and organizational memberships that are relevant to the topic being presented. Endeavor to be concise and interesting.

Speaker Expenses: Travel expenses and honorariums for speakers employed in the field of parks and recreation cannot be reimbursed by TRAPS. All compensation requires Executive Director and Program Chair approval.

Please check one:

There are no anticipated expenses involved with this program.

Anticipated expenses relating to this program are:

- _____ Speaker fee/honorarium
- _____ Mileage
- _____ Airfare
- _____ Lodging (1 night)
- _____ Other: _____

All Fields Must Be Completed In Order to Submit Via Email.