NRPA Off-Site Institute Proposals
October 8 – 13, 2023
Dallas, Texas

Off-Site Institutes (OSI's) are educational experiences that provide conference attendees with access to unique local areas, facilities, and programs. OSI's can cover an entire day or a portion of the day.

Please read this information prior to beginning the submission process. All submissions due by December 2, 2022.

Please complete a separate form for EACH session proposal.

Presenter 1 Information

First Name	
Last Name	
Title	
Employer	
Email	
Phone Number	

Please attach a current resume or list of speaker qualifications (including certifications, education, adult teaching experience, and other relevant information that makes you qualified to speak on this topic).

Presenter 2 Information (if applicable)

First Name	
Last Name	
Title	
Employer	
Email	
Phone Number	

Please attach a current resume or list of speaker qualifications (including certifications, education, adult teaching experience, and other relevant information that makes you qualified to speak on this topic).

Location of OSI/Tour	

Minimum and Maximum Number of Participants (Keep transportation in mind when setting numbers. A typical charter bus holds 55.)	Minimum: Maximum:

Estimated travel time from the Dallas Convention Center	

OSI Title	
OSI Description	
Times for OSI (Duration including travel)	
Justification for OSI offering	
Participation Notes (Closed toe shoes, lots of walking, bring sunscreen, etc…)	

Enter 3 Learner Outcomes and 3 Learner Assessments (measurement of outcome) tied directly to each outcome for the session below. A minimum of three (3) Outcomes/Assessments per session is required.

Learner Outcome example: Understand how to analyze high level information and bring it to front-line team members in a simplified approach.

Learner Assessment example: Introduction of a Risk Assessment, SWOT, RACI, and other tools to assist with analyzing information.

Learner Outcomes - By the end of this session, learners will be able to...	Learner Assessments - This will be measured through...

Select instructional methods that will be used (may select more than one answer) *

☐ Lecture

☐ Hands-on Activities

☐ Demonstrations

☐ Small Group Discussion

☐ Tours

☐ PowerPoint or other Digital Presentation

☐ Other (please specify) [＿＿＿＿＿＿＿＿]

Session Outline: please submit a detailed outline for your presentation, including specific time allotments. Total time of outline should equal session time length requested above.

Please include a list of any outside references you plan to incorporate into session.

Speaker Expenses

☐ There are no expenses related to this session

☐ Specific anticipated expenses (i.e. travel, lodging, honorarium) related to this program are:

Please indicate if you require any accessibility accommodations.

Additional Comments, Concerns, or Questions:

If your program is not chosen as an OSI, would you be willing to consider offering a leisure tour?

☐ Yes

☐ No

Please return the completed form to Heather Lambert, hlambert@garlandtx.gov. Thank you!