



Pennsylvania Recreation & Park Society

2013 Annual PRPS State Conference

March 23-27, 2013

Hershey Lodge

Hershey, Pennsylvania



2013 Conference Session Proposal Form

This form should be completed by the speaker to provide the information that will be needed to properly plan the proposed session. If this is for a panel session, there should be one form completed for each speaker on the panel. Please use the same session name and submit all proposals in one email. A confirmation letter will be sent to each speaker confirming the arrangements.

****Proposal submission deadline: August 6, 2012****

Speaker Information: *(If the session is a panel, please provide one form for each panel speaker)*

Name:

Position:

Agency/Organization:

Speaker Address:

City: State: ZIP:

Daytime Phone: Cell Phone: Fax:

Email:

Contacted by: (2013 Conference Committee Member or other)

Session Information:

Session Title:

Session Description for use in the registration guide: *please limit response to 100 words:*

AV needs (check all that are needed). PRPS will provide a projector for each room. Presenters must provide a laptop (and adapter, if you have a Mac). Please check any additional needs below.

- Flip Chart Marker Board Internet Access
- Other (please specify):

Special Room Set-up requirements (please check one): Due to space limitations, we may or may not be able to accommodate specific room set-ups. We will do the best we can!

- Classroom style U-shaped Theatre style
- Other (please specify):

Session Format (please check all that apply):

- PowerPoint Interactive Highly Interactive
- Other (please specify):

Target Audience (please check all that apply):

- Programming Directors Sustainability
- Trails Youth Sports Park Resources
- Aquatics Maintenance Students
- Boards/Friends Therapeutic Recreation

Describe the educational needs that this session will be addressing (required for CEU Approval):

Learning Objectives

Instructions: Please provide up the three concise performance statements that clearly describe exactly what knowledge, skills, and/or aptitudes participants will be able to demonstrate as a result of attending the session. This information is required for CEU approval.

Note: Learning objectives must be measurable and able to be demonstrated.

Tip: Learning objectives should complete the phrase, "participants will..."

Examples:

1. Participants will articulate at least two benefits of marketing your facility to a target audience.
2. Participants will craft an implementation plan using one of four research techniques discussed.
3. Participants will identify and explain at one way to utilize marketing research results that would benefit their facilities.

Describe the learning outcomes for this session. Participants will:

1.
2.
3.

Session Materials

Presenters are strongly encouraged to provide an electronic version of their presentations to PRPS, relieving you of the burden of printing and providing handouts and affording future reference opportunities for PRPS members.

Unless you check the opt-out box below, you agree to grant PRPS the right to copy, publish, and use our materials, in part or in their entirety, for educational purposes and for PRPS reference. PRPS will always credit you for your work.

By checking this box, presenter is opting out of to granting PRPS the right to copy, publish, and use our materials, in part or in their entirety, for educational purposes and for PRPS reference.

Electronic submission of session materials (please select one):

I will provide my session materials electronically no later than February 14, 2013

I will NOT provide my session materials electronically

PRPS will not be printing hand outs for sessions

Other Information:

Brief speaker background for introduction:

Honorarium (for non-PRPS members): Yes No

(PRPS Members receive a discount off their conference registration, no honorarium)

Complimentary Conference Registration Requested:

Yes If Yes, Daily OR Full

No

(Daily – for one session, Full – for multiple sessions)

If lodging is required, how many days?:

Arrival Date: Departure Date:

Special dietary or other special needs:

Yes No

If Yes, please provide details:

Travel Reimbursement Request:

Yes If yes, Travel by car (round trip mileage): Travel by air cost:

No

Notes:

****Attach a brief outline of the session****

Submitted by: Date:

Please complete then email the form to the Conference Education Committee Co-Chairs, Heather Jerry Cuyler (heatherj@twp.marshall.pa.us) AND Paul Besterman (besterman@twpusc.org).

If you need assistance completing the form, please contact Erin Regenfuss (eregenfuss@prps.org) or call 814-234-4272.

For PRPS Use Only

Approved: Yes No

Approved Honorarium or Conference Daily Comp:

Approved Lodging: # of nights: Check In: Check Out:

Approved Travel Reimbursement Amount and Breakdown:

Received by: (PRPS Coordinator) Date: