

WRPA Conference Education Session Proposal Reference Guide

General Information

Thank you for your interest in becoming a speaker for the Washington Recreation & Park Association. The information requested in the following Session Proposal form is necessary to ensure the Conference Education Committee (CEC) has the information needed to review and evaluate your proposal. If your session is selected, detailed information is also needed to ensure that WRPA can approve your session for Continuing Education Units (CEUs). WRPA offers trainings year-round and your session proposal may be considered for a variety of training programs.

Questions regarding your submission should be directed to the WRPA Office at wrpa@wrpatoday.org.

Speaker Proposal Questionnaire

Page 1:

Contact Person: _____

Email Address: _____

Phone Number: _____

Name of CEC member you have been working with, if applicable: _____

Page 2: *Session Basics*

Session Title: _____

Session Description: _____

Has this session been previously presented for WRPA? _____

If yes, what training and when was it presented? _____

Page 3: *Session Information*

Provide a clear explanation of why this session is needed by WRPA and the session's learning objectives. The needs assessment should identify a problem and solutions to the problem. Learning outcomes or objectives are statements that specify what learners will know or be able to do as a result of attending the session. Outcomes are usually expressed as knowledge, skills or attitude.

Needs Assessment: _____

Learning Objective #1: _____

Learning Objective #2: _____

Learning Objective #3: _____

Primary Subject Area:

1. Aquatics
2. Citizen/Advocacy
3. Customer Service
4. Finance & Revenue
5. Healthy Lifestyle
6. Leadership & Management
7. Parks and/or Facility Maintenance
8. Parks and/or Facility Planning & Design
9. Recreation Programming
10. Risk Management

Secondary Subject Area:

1. Aquatics
2. Citizen/Advocacy
3. Customer Service
4. Finance & Revenue
5. Healthy Lifestyle
6. Leadership & Management
7. Parks and/or Facility Maintenance
8. Parks and/or Facility Planning & Design
9. Recreation Programming
10. Risk Management

Page 4: Main Speaker Information

Lead Presenter Name: _____

Lead Presenter Job Title: _____

Lead Presenter Employer: _____

Lead Presenter Bio: _____

Lead Presenter Experience Training Adults

1. Past Speaker at WRPA Annual Conference, Business Institute or Mid-Year Conference
2. Past speaker at other WRPA training
3. Professional Educator
4. Professional Development Trainer
5. Staff Trainer
6. Professional Speaker
7. No Previous Experience
8. Other

Page 5: Additional Speakers (Optional)

Generally, no more than two presenters are allowed for a 1.25-hour session and no more than four presenters are allowed for a 2.5-hour session.

Speaker 2 – Name, Job Title, Employer: _____

Speaker 3 – Name, Job Title, Employer: _____

Speaker 4 – Name, Job Title, Employer: _____

Page 6: Preferences

Which training(s) would you like your session proposal to be considered?

1. 2018 Annual Conference (May 2-3, 2018 in SeaTac, WA)
2. 2018 Risk Management School (Jan. 24-25, 2018 in Federal Way, WA)
3. Webinar Presentation
4. Network Presentation or Training
5. Leadership Training

I prefer my session to be scheduled at the following time

1. Morning
2. Afternoon
3. Does not Matter

Length of Session

1. 1.25 hours (preferred length)
2. 2.50 hours (Limited space available for 2.50 hour long sessions)

Page 7: Set-up Requirements

Rooms are typically set up theater or classroom style for 40 to 100 people, depending on room size. Rooms are set standard with a screen and projector. Please tell us more about what you may need for your session to run smoothly.

Every effort will be made to accommodate speaker requests, but may be limited due to budget or availability of equipment. Speakers are required to bring their own PC compatible laptops and projector remotes as they will not be provided.

Room Needs

1. Podium
2. Microphone
3. Flip chart with markers
4. Internet access
5. Patch for south to play audio/video
6. Other

Instructional Methods

1. Lecture
2. Audience Participation/Hands-on Practicum/Demonstration
3. Panel Discussion
4. Small Group Discussion
5. Other

Please describe any special accommodations needed for speakers(s): _____

Page 8: Honorariums & Travel Reimbursements

WRPA works with a small budget to pay for speaker honorariums. Any proposal with a speaker who requires an honorarium will be reviewed separately from the other proposals and be held to different selection criteria based on budgetary and programmatic needs. If fees are not requested via this proposal form, it is assumed they will not be required or requested at a later date.

- No, I will not require an honorarium and/or any additional fees
- Yes, I will require an honorarium or additional fees

If you answered "yes", what is your total speaker fee: _____

What does the above fee include:

1. Airfare
2. Lodging/Hotel
3. Car Rental/Airport Travel
4. Meals
5. Other