



## EDUCATIONAL SESSION PROPOSAL

### 2019 ANNUAL CONFERENCE

August 26 – 29, 2019

2019 TR INSTITUTE  
August 24 – 26, 2019  
Omni Orlando Resort at Championsgate - Orlando, FL

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Thank you for your interest in presenting at the 2019 Florida Recreation and Park Association's Annual Conference, or the Therapeutic Recreation Institute. Conference delegates are professionals working for parks, recreation and leisure service agencies, and who work in many capacities including: park and natural areas, youth and adult sports, senior centers, summer camps, aquatics, special events, etc. For this reason FRPA offers a plethora of general education, technical training, and focused area-specific topics.

The Association has adopted an aggressive strategic plan which focuses on four pillars: health, economic development, environmental sustainability, and community building. Your course content and learning objectives should contain elements that demonstrate the linkage parks and recreation services have with these four areas. We also ask on your Program Proposal Form that you indicate which competency areas are addressed (see matrix). Please do not check all 5 competency areas – think about what competency your content will assist a participant in developing or improving upon. We are searching for focused content, so if a proposal checks all the boxes, it may be considered as a general approach and not be as appealing to the selection committee.

To ensure the quality of our members' professional development, it is necessary to have all programs requesting CEU credit to be reviewed and approved prior to final selection for the conference educational agenda. The **Program Proposal Form must be completed in its entirety** for programs to be considered for the conference.

**Presentations by Commercial Entities - Any commercial company who wishes to present a session MUST be registered to exhibit in the exhibit hall at the time the speaker is contracted to present.** We require commercial presenters to invite a parks and recreation professional to join as a co-presenter in the proposed session. Each session at the FRPA Conference is closely monitored by a Verification Officer to ensure that the course is conducted properly. Presenters from a commercial entity must not promote their company or products.

We would like to provide you with a few tips for planning your educational session, based on input received from conference delegates.

- Provide high energy sessions that engage participants in the presentation, and provoke thinking.
- Provide handouts in advance of the session to be posted on the FRPA website, or a short "leave behind" of your session – a call to action for the participants' future.
- Assure that your content matches the learning objectives you provide for your session.
- In the words of a past participant, "leave the high level media production at home. I was so engaged in the animated presentation that I didn't pay attention to what the speaker was saying, which had nothing to do with preparing a high level media production."

Please let us know if we can be of assistance as you complete the Program Proposal Form.



# EDUCATIONAL SESSION PROPOSAL

## 2019 ANNUAL CONFERENCE

### AND

### THERAPEUTIC RECREATION INSTITUTE

**This form must be entirely completed for the session to be considered for the final conference program.**

**Please type your information directly into this form, and send as a word document, not a pdf file.**

*The FRPA Office will finalize all contractual arrangements with selected speakers.*

I am submitting this program for:	_____ FRPA Conference	_____ Therapeutic Recreation Institute ____ Clinical ____ Community ____ Both
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**SESSION INFORMATION:** The following is your chance to entice delegates to attend this session. Please provide exactly what you would like it to appear in the printed program. The title and description should give the delegates an accurate picture of what the session is about.

**SESSION TITLE** (maximum of 8 words):

**Description** (Maximum of 50 words):

**How Did You Hear About the FRPA Conference?**

**CONTENT:** Please use the matrix below to categorize your content. First, select no more than 2 pillars in which your course content would fit. If they don't fit a pillar area, then mark the No Pillar Area. Second, categorize your content based on what competency areas that will be addressed in the proposed session. For example, a course focusing on communication that ties the importance of effective communication with citizens to build community support may apply to Community Building and Economic Impact Pillars, and would also address leadership, measuring impact, and communication.

COMPETENCIES →	Leadership	Programming	Measuring Impact	Communication	Performance Excellence
PILLARS ↓					
Health					
Community Building					
Economic Impact					
Environment					
No Pillar Area					

**Please note: If multiple speakers are being proposed – please have each additional speaker complete the Additional Speaker Information page of this package. *All speakers must be submitted at the time this proposal is submitted. Speakers cannot be added after the course has been approved and selected.***

<b>#1 SPEAKER INFORMATION:</b> (fill out completely) If the session is to have more than one speaker, please attach a sheet with all of the requested information on each speaker.			
Name: _____		Title: _____	
Organization: _____			
Street Address: _____		City/State/Zip: _____	
Email: _____		Phone w/Area Code: _____	
Speakers, who are currently employed in the field of parks and recreation in the State of Florida, are not eligible for honorarium, but can request payment for direct expenses such as mileage or supplies. FRPA provides all <u>inclusive honorariums to cover the expense of speaking and travel</u> . Please take this into consideration when providing the amount. Honorariums, Hotel Rooms, etc., are not provided to individuals speaking on behalf of a commercial entity (defined as an individual or organization that has a product or service to provide to a local government parks and recreation agency for a fee or compensation).			
Does speaker require any fees or honorarium?	YES	If yes, what amount?	NO
Will speaker require overnight accommodations?	YES	NO	
Please indicate ALL other expenses associated with speaker?	Supplies	Conference Registration	Transportation
	OTHER:		

<b>#2 SPEAKER INFORMATION:</b> (fill out completely) If the session is to have more than one speaker, please attach a sheet with all of the requested information on each speaker.			
Name: _____		Title: _____	
Organization: _____			
Street Address: _____		City/State/Zip: _____	
Email: _____		Phone w/Area Code: _____	
Speakers, who are currently employed in the field of parks and recreation in the State of Florida, are not eligible for honorarium, but can request payment for direct expenses such as mileage or supplies. FRPA provides all <u>inclusive honorariums to cover the expense of speaking and travel</u> . Please take this into consideration when providing the amount. Honorariums, Hotel Rooms, etc., are not provided to individuals speaking on behalf of a commercial entity (defined as an individual or organization that has a product or service to provide to a local government parks and recreation agency for a fee or compensation).			
Does speaker require any fees or honorarium?	YES	If yes, what amount?	NO
Will speaker require overnight accommodations?	YES	NO	
Please indicate ALL other expenses associated with speaker?	Supplies	Conference Registration	Transportation
	OTHER:		

**#3 SPEAKER INFORMATION: (fill out completely) If the session is to have more than one speaker, please attach a sheet with all of the requested information on each speaker.**

Name: _____	Title: _____
Organization: _____	
Street Address: _____	City/State/Zip: _____
Email: _____	Phone w/Area Code: _____

Speakers, who are currently employed in the field of parks and recreation in the State of Florida, are not eligible for honorarium, but can request payment for direct expenses such as mileage or supplies. FRPA provides all inclusive honorariums to cover the expense of speaking and travel. Please take this into consideration when providing the amount. Honorariums, Hotel Rooms, etc., are not provided to individuals speaking on behalf of a commercial entity (defined as an individual or organization that has a product or service to provide to a local government parks and recreation agency for a fee or compensation).

Does speaker require any fees or honorarium?	YES	If yes, what amount?	NO
Will speaker require overnight accommodations?	YES	NO	
Please indicate ALL other expenses associated with speaker?	Supplies	Conference Registration	Transportation
	OTHER:		

**#4 SPEAKER INFORMATION: (fill out completely) If the session is to have more than one speaker, please attach a sheet with all of the requested information on each speaker.**

Name: _____	Title: _____
Organization: _____	
Street Address: _____	City/State/Zip: _____
Email: _____	Phone w/Area Code: _____

Speakers, who are currently employed in the field of parks and recreation in the State of Florida, are not eligible for honorarium, but can request payment for direct expenses such as mileage or supplies. FRPA provides all inclusive honorariums to cover the expense of speaking and travel. Please take this into consideration when providing the amount. Honorariums, Hotel Rooms, etc., are not provided to individuals speaking on behalf of a commercial entity (defined as an individual or organization that has a product or service to provide to a local government parks and recreation agency for a fee or compensation).

Does speaker require any fees or honorarium?	YES	If yes, what amount?	NO
Will speaker require overnight accommodations?	YES	NO	
Please indicate ALL other expenses associated with speaker?	Supplies	Conference Registration	Transportation
	OTHER:		

**Please HIGHLIGHT ALL Audio Visual Requirements** (Please be advised we cannot provide LCD projectors unless special arrangements are made with FRPA). No laptops will be provided except for general session speakers. Please circle or highlight your selections.

Flip Chart/Easel/Markers

Portable Speakers for sound projection from videos played from your computer

LCD Projector Package – includes cart/screen/power strip, and LCD Projector **to be used with your laptop.**

LCD Support Package – includes cart/screen/power strip, **to be used with your LCD Projector and your laptop.**

Other:

**Session Format (HIGHLIGHT all that apply):**

Sole Presenter

Panel Presentation

Interactive Lecture

Physical Activity Required

Hands On

**SPECIAL SPACE REQUIREMENTS FOR SESSION** (We must know this at the onset so we can assure we have space available.) Please circle or highlight your selections.

Outside Space

Large Room for Interaction

Course May Be Noisy

Limited # of participants – how many?

Other:

**SESSION LENGTH - HIGHLIGHT** (Time periods below reflect our requirements for Continuing Education Units.) Please circle or highlight your selections.

180 minutes of education (3 hours)

120 minutes of education (2 hours)

60 minutes of education (1 hour)

Other:

**DAY / TIME PREFERENCE** (Highlight one if you have specific requests, otherwise, we will assign you the time that best fits the conference agenda.) Please circle or highlight your selections.

Saturday, August 24, 2019 (for TR Institute)

PM

Sunday, August 25, 2019 (for TR Institute)

AM

PM

Monday, August 26, 2019

AM

PM

Tuesday, August 27, 2019

AM

PM

Wednesday, August 28, 2019

AM

PM

Thursday, August 29, 2019

AM

**LEARNING OUTCOMES:** Learning outcomes must be observable and measurable. Suggested verbs for writing outcomes include: **count, define, describe, identify, list, outline, read, recall, quote, recognize, reproduce, state, write, discuss, name, give, estimate, examples, predict, and summarize.**

Participants will:

Participants will:

Participants will:

**SPEAKER INTRODUCTION: Do NOT attach resumes or visas.** Your biographical information will be provided to conference participants in the on-site program booklet. **Limit your biographical information to no more than 200 words.** Make this short, descriptive, and interesting.

**EACH SPEAKER MUST SUBMIT A BIO**

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**SUBMIT THIS FORM COMPLETED, AND IN A WORD DOCUMENT IN ITS ENTIRETY VIA EMAIL TO:**

Eleanor Warmack – [eleanor@frpa.org](mailto:eleanor@frpa.org)

**DEADLINE: October 30, 2018**

**With Subject Line:**

2019 FRPA Annual Conference Presentation Proposal

**DO NOT PDF YOUR SUBMITTAL**