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| http://swprti.org/resources/Pictures/swprtiweb.jpg | **Call for Sessions**  **Southwest Park**  **and Recreation**  **Training Institute**  69th Annual Southwest Park and Recreation Training Institute  February 3 – 5, 2025  **The Lodge at Sequoyah State Park, 17131 Park 10, Hulbert, OK 74441** |

**Session Proposal Instruction Sheet**

# Criteria for Proposals: When completing a proposal, check each box to ensure proper consideration of session.

* Typed, not handwritten.
* Proposal has clean and concise statements of intended learning outcomes in measurable terms.
* Presenter/speaker’s resume or vitae is attached as evidence of qualification to teach content.
* Session logistics are identified, including presenter’s costs for people outside the field.
* Presentation outline attached (optional)

Please note: The information you submit is assumed to be complete and correct and may be published in the conference program.

# Session Selection

The Program Committee, consisting of the President-elect and Education Board of Regents, will select the top-rated sessions and schedule them according to room availability.

Ratings will be based on how well the proposed session aligns with the themes outlined in this form, intended outcomes, and the presenter’s qualifications. Notification of selection will be completed by August 2024.

**Educational Themes**

* **Administrative / Management –** e.g., current and future trends, marketing, professional development, strategic thinking, leadership, research, customer service, partnerships, ethics.
* **Maintenance / Planning and Natural Resource Management** – e.g., design trends & access, water conservation, project management, performance measurement, support systems, master planning, resource preservation, bio engineering, urban wildlife, conservation, stewardship programs, multi-use and special use.
* **Recreation / Leisure Services** – e.g., program design, event management, sports and sports tourism, publicity, image development, strategic marketing plans, target markets, customer service, partnerships, and collaborations.

Return completed session proposals to:

🖂 MAIL TO: James Page

E-mail: jamespage.swp@gmail.com

Phone: 214-502-1871

OR

Bob Monaghan

E-mail: bobmonaghan@verizon.net

Phone: 972.529.8644

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NOTE: PROPOSALS MUST BE TYPED OR REPRODUCED ON A COMPUTER.

|  |
| --- |
| **TITLE** (Limit to 9 words): |
| **DESCRIPTION** (Limit to 25 words): |

**Proposed Speakers (required)**

Please complete the following speaker info:

**Speaker 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME: |  | TITLE: |  | | |
| AGENCY: |  | | | | |
| ADDRESS: |  | | | | |
| CITY: |  | STATE: |  | ZIP: |  |
| WORK PHONE: |  | FAX: |  | | |
| E-MAIL: |  | | | | |
| ❑ | Speaker biography is required: attached or type below | | | | |

**Speaker 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME: |  | TITLE: |  | | |
| AGENCY: |  | | | | |
| ADDRESS: |  | | | | |
| CITY: |  | STATE: |  | ZIP: |  |
| WORK PHONE: |  | FAX: |  | | |
| E-MAIL: |  | | | | |
| ❑ | **Speaker biography is required: please attach or type below** | | | | |

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**CEU Certification**

**Requirements:**

1. Activity must be planned in response to educational needs that have been identified for a target audience.
2. Activity must have clear and concise, written statements of intended learning outcomes.
3. Qualified instructional personnel must be involved in planning and conducting each activity. Each speaker is required to submit a vita or biography for pre-approval for session CEU qualification.
4. Content and instructional methods must be appropriate to the intended learning outcomes of each activity.
5. **Participant must demonstrate their attainment of the learning outcomes.**
6. Participants must evaluate each learning activity.

**Target Audience (check all that apply)**

Administration / Management  Design / Planning  Facility Management / Maintenance

Forestry  Natural Resources  Recreation Programs / Leisure Services

Aquatics  Other, please indicate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Learning Outcomes (required)**

Learning outcomes are required and must be written using acceptable terminology that is measurable in describing how the participant will be able to demonstrate what they have learned in this educational session.

**Acceptable Terms** include: count, define, describe, identify, list, name, outline, quote, recall, reproduce, state, write, discuss, give examples, predict, summarize.

**Unacceptable Terms** include: know, understand, appreciate, acknowledge, grasp, improve, learn, enhance.

**Examples of acceptable Learning Outcomes:**

At the conclusion of the educational program, participants will be able to:

1. Give three examples of specific strategies that have been successful.
2. Summarize the dangers related to lack of supervision.
3. Describe ways to demonstrate the economic value of parks and recreation.

**At the conclusion of the education program participants will be able to:**

|  |  |
| --- | --- |
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**Session Logistics**

**Handouts and Support Materials**

Hard copies of your materials will not be provided by SWPRTI. If you are planning to have a handout, please bring them to your presentation. SWPRTI will post your support materials online for delegates to view after the institute if electronic files are provided and presenters provide the necessary authorization.

I give permission for my handouts and support materials to be available

to delegates after the institute.  **Yes  No**

**PROGRAM NEEDS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LENGTH:** |  | **1 ¼ -hours** | |  | **1 ½ -hours** | |
| Does your session require more time and, if so,  please indicated the amount of time required: | | |  | | | **-hours** |

|  |  |
| --- | --- |
| **AUDIO/VISUAL NEEDS**  (Please check all that is applicable): | LCD projector (**you must provide your own laptop computer**)  TV/DVD player  Flip Chart/Easel |

**Session Expenses**

If you are seeking compensation from SWPRTI for anticipated session expenses, please complete the following:

*(Speakers who are current members of SWPRTI or employed in the field of parks and recreation are normally* ***not eligible*** *for honorarium, expense reimbursement or waiver of registration fees. The program committee will work individually with speakers to determine what expenses may be appropriate.)*

|  |  |  |
| --- | --- | --- |
|  | Item Description | Cost |
| 1. | Fee/Honorarium | $ |
| 2. | Airfare | $ |
| 3. | Lodging - Date(s): | $ |
| 4. | Mileage | $ |
| 5. | Other (specify): | $ |
|  |  |  |
|  | Total Request | $ |

**Please submit a current headshot which we can use in our Institute program.**

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Print Name Signature Date