

4-H Volunteering

A World of Opportunities

Session Proposal Preparation Tips



Thank you for sharing your time and talent and applying to serve as a workshop presenter. As we plan for our 2021 conference, we are balancing the ever-changing landscape and hope to offer a face-to-face conference with a few virtual options. We have prepared our proposal submission to reflect these needs. Regardless of the format, we want sessions that provide instruction and training that volunteers and educators can quickly implement back home in their clubs and in training and supporting other volunteers. Sessions will enhance participants' skills as club leaders, facilitators, and educators.

We offer four different types of educational sessions. The call for proposals allows for a presenter to apply for one, two, three, or four formats within the one application. Please review the information below to assist in preparing your educational session submission.

Proposals will be reviewed by a committee considering applicability, development of volunteers, and overall conference needs. If selected, presenters are expected to register for the conference at least part-time and be flexible in presentation dates and times.

Submitting a Proposal

Proposal submissions are online. **Proposals submitted before May 1** will be priority submissions. While submissions may be selected after deadline, they will be considered on an as-needed basis.

The proposal link is <https://go.ncsu.edu/4hvcoss2021> and asks for the following information:

- **Lead presenter** is the point of contact for the conference team. All correspondence will be sent via email to the lead presenter with the expectation that s/he will share with any other presenters.
- **Lead presenter email** and **cell** are requested as communication methods for the team.
- **State represented** provides the conference team with promotional information and a connection back to state programs.
- **Role in the program** may include volunteer, professional (ie Extension employee) or other. Individuals serving in multiple roles may select multiple responses in this section.
- **Additional presenter** information including name and state for up to two additional presenters is requested. Workshops are limited to no more than three presenters.
- **Title of the Session** should entice participants to attend while providing some information as to the content.
- **Session categories** provides the list of areas that are targeted for the conference. The conference includes both open sessions and tracks. Tracks include sessions that have been intentionally designed to work together to provide learning in a content area. Proposals are considered for both open and track. The session category helps ensure variety in the conference and helps for track placement if applicable. Proposers may check all that apply.

- **Session Description** for the printed program should be no more than 750 *characters*. Keep in mind the session description is what participants will use to select sessions. Please proof your description carefully. The session submission tool will not allow more than 750 characters but you also do not want to create a very short description. The conference planners may edit descriptions of selected sessions as necessary. For curricula sharing, be sure the title of the curricula is clear in the description.
- **Type of Session** is midway through the application but is crucial to the application. There are three formats. Depending on your session type you will be asked different questions. If you select two or three formats, you will be asked to complete sections related to all the formats checked.
 - **Create & Connect** sessions are offered Friday evening. Create and connect allow participants to engage their creativity in what some call funshops, arts and crafts, or expressive arts.
 - **Curricula Sharing** is Thursday evening in a roundtable environment. Each table includes a session leader offering experiences with a curricula or program that is open and available for volunteers to use with 4-H program.
 - **Workshop Sessions** are Friday and Saturday and have varying lengths. Workshops may be included in part of track programming or open programming.
 - **Prerecorded Sessions** are 10-20 minutes and prerecorded and housed on the conference virtual platform. Prerecorded sessions allow attendees to view information over a period of time and learn information in a quick and easy to view format.

For Workshop and Create & Connect sessions, the proposal includes

- **Session Length** is your preferred length for your session
- **Session Goals** describes what you hope participants learn or can do following the session. . A strong submission will have two to four goals that complete the statement: “Following the sessions, participants will be able to...” Objectives describe action.
- **Detailed description of the session** in 1,000 to 3,000 characters (approximately 500 words) gives the conference session team more details about the session. Include details concerning what participants will do during the session, what experiences the participants will have during the session and how the participants can use the information when they return home from the conference. Include lists of handouts or other take-away items participants will receive in the session. Think of this as a picture of your session for the conference team. The more descriptive, the better.
- **Rooms** will include tables and chairs arranged classroom style (rows) for participants and presenter, a flip chart, internet access, and LCD projector. If you would prefer tables arranged differently, please share that information in this section. Other set up needs such as kitchen area, access to refrigerators, outdoor classroom, or other equipment needs should be requested in this section. We will make every effort to meet your needs but may not be able to accommodate all requests.

For Curricula sharing, the proposal includes:

- **Curricula sharing** asks what activities you will include in the roundtable activity. Note that unless your proposal includes workshops and/or create and connect sessions, you will provide a title, description for the program and this section for curricula sharing.

For Curricula sharing, Workshop, and Create & Connect session, the proposal includes

- **Options** for offering the session face to face and/or a virtual platform. During the face to face conference, virtual options may be offered. However, a session will either be face to face or virtual at any given time. In other words, facilitators will not be asked to both teach a workshop face to face while also teaching to participants in a virtual environment.

All sessions

- **Biographies** for presenters will be used for media promotion as well as introductions at the conference. Include in the biography of the presenter(s) past teaching experiences, connections to 4-H and other fun facts.
- **Additional information** is a final section to include any information you believe will help conference planners both consider your submission and assist you should you be selected to present.

Submissions may be selected on a rolling basis meaning some sessions may be confirmed prior to others. For questions, please contact the conference team at 4hvcoss@gmail.com