

# Spark, Ignite, Thrive: Find Your Spark!

## 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 2023 conference, we are balancing the ever-changing landscape and plan 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 five different types of educational sessions. The call for proposals allows for a presenter to apply for one, two, three, four, or five 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 15** 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/4hvcoss2023> 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 (i.e. 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 four presenters.
- **Title of the Session** should entice participants to attend while providing some information as to the content.
- **Tracks/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. Tracks/Categories include:
  - *Best Practices in Club Programming*: club management 101, life skills development, program delivery virtual and face to face, safety/risk management, experiential learning, civic engagement, leadership, program planning, and related topics
  - *Agriculture*: companion animals, livestock, equine, rabbits, poultry, agronomy, farm machinery, vet science, and related topics

- Communications and Expressive Arts: graphics, writing/poetry, print, storytelling, film making, photography, visual arts, drawing, painting, sculpture, crafts, leather, dance, drama, theater, clowning, mime, music, and related topics
- Healthy Living: foods & nutrition, exercise, healthy choices, mental/emotional health, safety, personal development, and related topics
- Outdoors Education: environmental stewardship, horticulture, gardening, water, landscape, wildlife & fisheries, birds, forestry, geology, camping, recreation, hiking, leisure education, and related topics
- Science, Technology, Engineering, and Mathematics: shooting sports, electricity, robotics, programming, industrial arts (woodworking, welding, construction), and related topics
- **Type of Session** is midway through the application but is crucial to the application. There are five formats. Depending on your session type you will be asked different questions. If you select multiple formats, you will be asked to complete sections related to all the formats checked.
  - **Curricula & Idea Sharing (On-Site)** is Thursday evening in a roundtable environment. Each table includes a session leader offering experiences with an idea, curricula, or program that is open and available for volunteers to use with 4-H program. **NEW THIS YEAR!** We are adding an option for general 4-H ideas (such as fundraising, club officer training, civic engagement, etc.) to be included during the roundtable format. Rotations are approximately 10-20 minutes and will be taught multiple times.
  - **Curricula & Idea Sharing (Virtual)** is Thursday evening and will be held virtually. Each presenter will share an idea, curricula, or program that is open and available for volunteers to use with 4-H program. **NEW THIS YEAR!** We are adding an option for general 4-H ideas (such as fundraising, club officer training, civic engagement, etc.) to be included during the roundtable format. Sharing is 15-20 minutes.
  - **On-Site Workshop Sessions** are Friday and Saturday at the conference facility and have varying lengths of 60, 90, or 120 minutes. Workshops may be included in part of track programming or open programming.
  - **Virtual Sessions** are Friday and Saturday using a virtual platform with attendees participating virtually during the session for synchronous engagement. These sessions are 60 minutes in length. **NEW THIS YEAR!** The presenter will pre-record the educational content as a 20 -25 minute recorded presentation that will be uploaded prior to the conference. The recorded content will play during the live session and be followed by with remainder of the time be hosted by the presenter sharing any additional questions and activities. The additional time will also be recorded and posted with the recording following the presentation.
  - **Pre-Recorded Sessions** are 15 minutes in length. They are pre-recorded and uploaded prior to the conference. They will be housed on the conference virtual platform to allow attendees to view information and learn information in a quick and easy-to-view format.
- **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 & Idea Sharing, be sure the title of the curricula or idea is clear in the description.

For Workshops (In-Person & Virtual Live), the proposal includes:

- **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 the goals of your session and 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.
- **Session Length (for On-Site)** is your preferred length for your session.
- **Rooms (for On-Site)** 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 & Idea sharing, the proposal includes:

- **Curricula Idea Sharing** asks what activities you will include in the roundtable activity. Describe how you will share the idea or curricula with the group. Include what activities(s) you may do. In-person will be 10 to 20-minute rotations. Virtual will be with a live audience with approximately 15 minutes of sharing.

All sessions

- **Presenter Release** gives permission to use your visual and audio recording.
- **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](mailto:4hvcoss@gmail.com).