

# Spark, Ignite, Thrive: Ignite Your Spark!

## Session Proposal Preparation Tips



Thank you for sharing your time and talent and applying to serve as a session presenter. As we plan for our 2024 conference, we are balancing the needs of a growing audience to have virtual, on-site, and on-demand programming. Our proposal submission reflects 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 formats of educational sessions.** The call for proposals allows a presenter to apply for one, two, three, four, or five formats within one application. Please review the information below to assist in preparing your educational session submission.

A committee will review proposals, considering applicability, volunteer development, and overall conference needs. Presenters are expected to register for the conference at least part-time and be flexible in presentation dates and times if selected.

### Submitting a Proposal

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

The proposal link is [https://agrilife.az1.qualtrics.com/jfe/form/SV\\_bsFhkOOAlWaw4M6](https://agrilife.az1.qualtrics.com/jfe/form/SV_bsFhkOOAlWaw4M6) and asks for the following information:

- **Lead presenter** is the point of contact. All correspondence will be emailed to the lead presenter with the expectation that the lead shares with other presenters.
- **Lead presenter email** and **cell** are requested for communication purposes.
- **State represented** provides the conference team with promotional information and a connection 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 up to four presenters.
- **The title of the Session** should entice participants to attend while providing some information as to the content.
- **Tracks/Categories** provide the list of areas targeted for the conference. The conference includes both open sessions and tracks. Tracks include sessions 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 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, filmmaking, 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 on Thursday evening in a roundtable environment. Each table includes a session leader offering experiences with an idea, curriculum, or program open and available for volunteers to implement with their programs. Rotations are approximately 10-20 minutes and will be taught multiple times.
  - **Curricula & Idea Sharing (Virtual)** is held on Thursday evening, virtually on Zoom. Each presenter shares an idea, curriculum, or program that is open and available for volunteers to use with the 4-H program. Sharing is 15-20 minutes and includes time for questions from the virtual viewing audience.
  - **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 on Friday and Saturday via Zoom. Attendees participate virtually during the session for synchronous engagement. These sessions are 60 minutes in length. For our virtual workshops, presenters pre-record the educational content as a 20 -30-minute recorded presentation that is provided before the conference. The recorded content is shared during the Zoom session. The final segment of the session is hosted by the presenter, who shares any additional questions and activities. The full 60-minute session is posted for the on-demand library and viewing at a later date.
  - **Pre-recorded sessions** are 10- 15 minutes in length. Videos are uploaded before the conference into the Conference library for on-demand viewing.
- **Session Description** for the printed program should be at most 750 *characters*. Remember the session description is what participants will use to select sessions. Please proofread your description carefully. The session submission tool will allow up to 750 characters, but you do not want to create a description that is too short, either. 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. 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 they 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 the length of your session that you prefer.
- **Rooms (for On-Site)** will include tables and chairs arranged classroom style (rows) for participants and presenters, a flip chart, internet access, and an LCD projector. Please share that information in this section if you prefer tables arranged differently. Other set-up needs, such as a kitchen area, access to refrigerators, an outdoor classroom, or other equipment needs, should be requested in this section. We will make every effort to meet your needs but may only be able to accommodate some requests.

For Curricula & Idea sharing, the proposal includes:

- **Curricula Idea Sharing** asks what activities you will include in the 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** permits to use your likeness, including image and sound.
- **Biographies** for presenters will be used for media promotion and introductions at the conference. The biography should include the presenter(s) 's past teaching experiences, connections to 4-H, and other fun facts.
- **Additional information** is a final section in which you should include any information you believe will help conference planners 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 before others. If you have questions, don't hesitate to contact the conference team at [4hvcoss@gmail.com](mailto:4hvcoss@gmail.com).