

It's What We Do!

a national conference for 4-H Volunteers

Session Proposal Preparation Tips



In keeping with the conference theme, we are seeking sessions that support participants as teachers and leaders with both youth and adults. 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 leaders and teachers. Sessions will vary in length and presenters may be asked to repeat sessions as needed. Sessions will be reviewed by a committee considering applicability, development of volunteers, and overall conference needs. This year, we will have both open sessions and focus-tracks. Focus tracks include sessions that have been intentionally designed to work together to provide learning in a content area. As tracks are determined, sessions submitted through this process may be considered for inclusion in a focused track. Keep in mind that if selected, presenters are expected to register for the conference (full or part-time) and be flexible to present Friday or Saturday.

Submitting a Proposal

Proposal submissions are on-line. **Proposals submitted before February 1** will be priority submissions. While submissions may be selected after the 1st, they will be considered on an as needed basis.

The proposal link is <https://tinyurl.com/VCOSS19> 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.
- **Session categories** are general categories tying workshops to 4-H Mission Mandates or general instruction categories. Categories are not focus-tracks but rather tools to help identify key areas of workshops
 - *Healthy Living* includes programs and activities that engage youth in opportunities to achieve optimal physical, social, and emotional health. Sessions topics include nutrition, fitness, social-emotional health, prevention of injuries, prevention of abusive behaviors and other areas that guide young people towards healthy behaviors.
 - *Civic Engagement* includes topics focusing on the creating experiences for youth as engaged, well-informed citizens. Sessions may include programming in youth voice, community and service learning ideas, government, history and cultural heritage and leadership development as these relate to 4-H youth and programs.
 - *Science* guides youth in the process of discovering and exploration. Sessions in science include programs and activities in animal science and agriculture, applied mathematics, consumer science, engineering, environmental science and natural resources, life science, and technology.
 - *Club Management* includes all things club and club management . Possible topics include fundraising, engaging teen volunteers, planning for the club year, creative programming, or age appropriate activities.
 - *Technology Strategies* include sessions around the use of technology including websites, social media, risk management as it relates to media use, teaching with technology tools, empowering youth as tech experts and other topics
 - *Personal & Volunteer Development* include topics in the area of individual development or development of volunteers. Offerings may include leadership development, personality and assessment surveys, time management and wellness. Additionally, topics including recruiting and supporting volunteers may be included.

- **Session Length** is either 30 minutes, 60 minutes or 90 minutes. Please consider the best time frame for your session. As sessions are selected your workshop may be considered for pairing with another workshop. Should this occur, a focus-track coordinator will work with you on connecting both contents.
- **Title of the Session** should entice participants to attend while providing some information as to the content.
- **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.
- **Session Goals** should describe the goals of the session, what is to be accomplished. Objectives should describe what participants will learn as a result of the sessions. A strong submission will have two to four objectives that complete the statement: "Following the sessions, participants will be able to..." Objectives describe action. Examples include access technology tools to use in 4-H club meetings, explain effective strategies for dealing with difficult people, describe age appropriate gardening activities, etc.
- **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.
- **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.

On or before March 1, submitters will be notified of the status of the submission. 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

Conference information is available at www.4hvcoss.com