

# EDUCATIONAL SPEAKER

## *Submission Information*



### *Location*

Norfolk Waterside Marriott | 235 E Main St, Norfolk, VA 23510

### *Contacts*

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# You're Invited!

**Dear Potential 2024 VRPS Conference Speaker:**

We currently serve as Education Committee Chairs on the Virginia Recreation and Park Society's (VRPS) Education Committee for the 2024 VRPS Conference to be held in Norfolk at the Norfolk Waterside Marriott, September 14-17, 2024. Our theme this year is *Charting the Course to Navigate the Future!*

The Virginia Recreation and Park Society is a private, non-profit professional organization, founded in 1953 and incorporated in 1956. Its purpose is to unite all professionals, students and interested lay persons in the field of recreation, parks and other leisure services in the Commonwealth of Virginia, into one body. VRPS is an affiliate of the National Recreation and Park Association. 2024 marks our 70th conference!

We are seeking creative, interactive, informative, and dynamic speakers to offer a unique learning experience for our conference attendees. If you think you are the ideal presenter for this conference, please submit a speaker proposal request form online and share your time and talent with us.

Thank you so much for considering being a speaker at VRPS 2024. If you have any questions don't hesitate to reach out!

Respectfully,

Cathy Orletsky & Leon Bass, Education Committee Co-Chairs 2024

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**PROPOSAL**

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# Speaker Standards

## ***Knowledge of the Subject***

- Speakers and moderators shall have both in-depth and broad knowledge of the presented subject, going beyond their personal experience or experience of their organization. This will help provide examples for delegates that illustrate points of view or methods of doing things and allow more complete responses to questions.

## ***Presentation Skills***

- Speakers shall understand how to address and teach adults. This includes, at a minimum, good voice projection, coordination of oral and visual information, ability to interact positively with the audience, and ability to synthesize information into understandable segments and present them in an orderly and logical manner.
- Slide material should touch on key points of the presentation, and not be the main mode of delivering information.

## ***No Commercials***

- Conference sessions are meant to provide information for industry professionals. It doesn't include information for making sale pitches.
- No speaker will sell or promote any product, service, or publication during any presentation. Distributing or handing out a company's promotional literature is prohibited outside of the exhibit booth.

## ***Consider the Purpose***

- Registrants attend conferences to gather information that can help them do their own jobs more effectively. Speakers should attempt to relate information keeping in mind how members of the audience and the specific focus of the event can use it.

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# Speaker Proposal Information

## ***Proposal Submission***

- All proposals must be submitted online. Please read all requirements before submitting.
- Sessions should provide a variety of perspectives and should be applicable to a wide range of communities and different points of view. We're looking for multifaceted discussions and captivating speakers. VRPS promotes innovative and well-designed sessions.
- All requested information must be provided for the proposal to be considered. The information requested on the Education Session Proposal is necessary to determine if a proposed session is eligible for CEU's (Continuing Education Unit). Other than roundtable and panel discussions, it is expected that proposals be written so they will be eligible for CEU's.
- If there are multiple speakers, all speaker information (name, title, employer, address, phone, email, introduction, resume, headshot) will need to be collected in a single submission.
- Speakers must complete a separate submission for each session they are proposing, if more than one.

## ***Proposal Submission***

- Education sessions will be 1 hour session in length, including question and answer time, for attendees to be eligible for CEU's.
- The maximum number of speakers is two speakers for 1 hour sessions and four speakers for 2 hour sessions (with a break in between).

## ***Proposal Submission***

- Proposals must include a brief introduction for each speaker. The room hosts will use these to introduce the speaker, as well as for promotional purposes. Please do not say "see resume." A good introduction includes the current title, agency, as well as educational background. In addition, a statement on previous positions, work with VRPS, or speaking engagements is helpful.
- Speaker resumes should be limited to two pages total.



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# Speaker Proposal Information

## ***Session Title***

- Should be clear, concise, and accurately reflect the content

EXAMPLE: Leadership for Parks and Recreation Professionals: Exploring Successes and Understanding Adversities

## ***Session Description***

- The description should provide a clear overview of the topic and should accurately reflect the content. The description will be used in marketing materials, as well as within the conference mobile app. The committee reserves the right to reduce or condense the description.

EXAMPLE: What makes one trail system a success, while another is unpopular or the source of conflict? Why do some trails last for decades with minimal maintenance, while others require yearly, expensive repairs? Whether you are planning to introduce mountain biking to your park or planning to upgrade an existing trail system, explore these questions and the many approaches to solving common trail management problems.

## ***Learning Outcomes***

- Provide at least three measurable learning outcomes. Limit to 300 characters or less per outcome. Learning outcomes are statements that specify what delegates will learn or be able to do because of the education session. They provide direction in the planning of a learning activity and help to:
  - Focus on learner's behavior that is to be changed
  - Serve as guidelines for content, instruction, and evaluation
  - Identify specifically what should be learned
  - Convey to learners exactly what is to be accomplished

EXAMPLE:

- 1) Session topic will contribute to larger body of knowledge related to public outreach by park and recreation programs and suggest new and unique means and forms for public outreach through the capital development process.
- 2) Participants will gain a better understanding of CIP process through increasing their knowledge and ways to plan for and seek public input.
- 3) Session participants will learn techniques for interdisciplinary public information processes for application throughout the process over the life of major capital and open space projects.

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# Speaker Proposal Information

## ***Education Session Outline***

- Each proposal must include a session outline. The outline must show the sequence of instruction and planned instructional strategies.
- Include times and relate the outline to the learning outcomes.

## ***Session Outline Example:***

Introduction - 5 minutes

- Introduce topic
- Introduce speaker
- Identify learning outcomes

Observations & Lessons Learned - 10 minutes

- Provide context for methods and techniques to be presented and recommended

Recommendations & Examples - 30 minutes

- Learn methods and processes
- Relate information to specific real-time examples

Facilitated Discussion - 15 minutes

- Discussion focused on comparative lessons learned by participants
- Include reflection on current projects and how to improve

## ***Wireless Internet***

- If Wifi is necessary for your presentation, it is imperative you indicate the need in your proposal as internet access is limited to select rooms
- Complimentary Wifi is available
- Due to the nature of reliability of Wifi, we suggest all presentations are downloaded

## ***Checklist for Proposal Submission***

- Session Title
- Session Description
- Learning Outcomes
- Education Session Outline
- Speaker Introduction
- Speaker Resume
- Speaker headshot in .jpeg format



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# Selected Speaker Information

## ***Selection Process***

- Session proposals are reviewed and ultimately accepted or declined by the Education Committee, with a goal of establishing a comprehensive, well-balanced education slate for the conference delegates. On occasion, submitters may be asked for clarification on their proposal.
- All submitters will receive email notification of whether their proposal was accepted or declined.

## ***Successful Proposals***

- Each approved speaker will be asked to sign a speaker agreement that will include confirmation of the date, time, and location of the scheduled presentation. This information should be reviewed carefully to verify accuracy and the ability of the speaker(s) to be at the assigned location on the assigned date and time.
- If your proposal is selected, we request that you remain flexible regarding your session's aligned day and time within the conference schedule.

## ***Audio Visual Equipment***

- VRPS will provide an LCD projector, laptop computer, and a screen. Sound speakers are available upon request. Speakers are encouraged to use a thumb/flash drive for their presentation.
- The preferred program to use for presentations is Microsoft PowerPoint. If you plan to use an alternate software, please communicate in advance with the Education co-chairs for coordination.

## ***Rooms***

- In most cases, the room assigned to your session will be available fifteen minutes prior to your scheduled start time. Please use this time to ensure that everything is in order and that you are ready to begin on time.
- Also, nothing can be taped, stapled, or otherwise affixed to any wall or surface of the rooms. You will have a representative from the conference in your room to serve as room host in case you need anything.

## ***Handouts***

- It is encouraged that any handouts and presentations are provided to the delegates via the conference mobile app.
- Speakers may choose to provide hardcopies of the handouts, but VRPS will not provide copies during the conference.

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# Speaker Compensation

- VRPS members or speakers from VRPS member agencies are not eligible for compensation for speaking. VRPS does not reimburse for travel expenses, hotel costs, meals, etc.
- We encourage speakers to register for the day to attend conference sessions.
- Presenters not registered for the conference must purchase a ticket for any social or meal functions.
- Speakers who are not VRPS members or from VRPS member agencies, but work within the field of parks and recreation, including those out of state, are generally not compensated for speaking.
- Under certain circumstances, professional speakers who are not VRPS members MAY be compensated for speaking and traveling; however, this is a decision that the steering committee must make. Factors the committee will consider include:
  - Level of experience, reputation, and qualifications of the speaker
  - Number of sessions the speaker is presenting
  - Number of people likely to attend the session
  - Amount the speaker is charging
  - Expected travel costs
  - Total education budget

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# Session Suggestions

The following session topics and example sessions can be used as inspiration for your session proposals. Please do not limit yourself to these topics. Consider your target audience, which may be entry-level, front-line, middle management, or executive-level professionals. This includes administrators, planners, programmers, operators, students, and many more.

## **ADMINISTRATION**

Budget, Foundations, Business Practices, Innovation, Cash Handling, Revenue Generation Strategies, Hiring Professional Services, Improving Cost Recovery

## **ATHLETICS**

Youth Sports, Safety, Volunteer Screening, Collaboration with Coaches, Partnering with Non-Profits

## **AQUATICS**

Air Quality, Model Aquatic Health Code, Swim Lessons, Renovations, New Facilities

## **BUDGETING**

Childcare Programming

## **CULTURAL AND HISTORIC PRESERVATION**

Resource Management, Re-enactments, Projects

## **CUSTOMER SERVICE**

Technology and Customer Service Practices, Building your Brand

## **DEI**

## **EMERGENCY MANAGEMENT**

## **ENVIRONMENTAL**

## **FACILITY OPERATIONS**

Health and Wellness, Maintenance

## **FREEDOM OF INFORMATION ACT**

## **FUNDING**

## **GIS SYSTEMS IN PARKS & RECREATION**

## **GOLF**

Revenue, Maintenance, Retention

## **HUMAN RESOURCES**

Recognizing, Rewarding, and Retaining Staff, Accountability, Managing Conflict, Succession Planning, Motivation, Documentation, Volunteers

## **INCLUSION**

## **LEADERSHIP/MANAGEMENT**

## **LEGAL ISSUES**

## **MARKETING**

Branding, Social Media, Sponsorships, Partnerships, Mobile Technology

## **MENTAL HEALTH FIRST AID**

## **NEW AGE PROGRAMMING**

## **OUTDOOR EDUCATION**

Eco-Tourism, Experiential Education, Ropes and Adventure Programs, Kayaking

## **PARK MAINTENANCE, LANDSCAPE, AND TURF MANAGEMENT**

Natural Playgrounds, Skate Parks, Sports Fields, Meadows, Wildlife, Dog Parks, Volunteers, Turf Fields



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# Sessions Suggestions

## **PARK OPERATIONS**

Sustainability, Renovations

## **PARK SECURITY/PARK RANGERS**

## **PARTNERSHIPS, COLLABORATION AND ADVOCACY**

Citizen Engagement, Public/Private Partnerships

## **PICKLEBALL**

## **PLANNING, DESIGN, AND MAINTENANCE**

Preventive Maintenance, Design Build Process

## **PROFESSIONAL DEVELOPMENT**

Networking, Individual Development Planning, Time Management, National Certification

## **PROGRAMMING**

Camps, Nature and Outdoors, Family Recreation, Visual and Performing Arts, Seniors, Therapeutics, Youth and Teens, Before and After School

## **PROJECT MANAGEMENT**

## **RESEARCH-BASED BEST PRACTICES**

## **RISK MANAGEMENT**

Pools and Facilities, Emergency Preparedness, Public Relations

## **SENIORS**

Programming and advocacy for the Aging

## **SPECIAL EVENTS**

Incident Command Systems, Event Operations

## **STUDENTS**

Internships, Apply for a Job

## **TECHNOLOGY**

## **TEAMBUILDING**

## **THERAPEUTIC RECREATION**

Disability Awareness, Inclusion

## **TRAILS AND OPEN SPACE, URBAN FORESTRY**

Geocaching, Bike Share Program, Bike Safety, Naturalist Programs, Natural Area Management, Environmental Stewardship

## **TOURISM**

## **WELLNESS AND FITNESS**

Nutrition, Exercise

## ***Dates and Deadlines***

- Call for Proposals Opens: **February 12, 2024**
- Call for Proposals Deadline: **May 15, 2024**
- Conference Session Invitations Emailed: **June 14, 2024**
- Session Materials Due: **August 15, 2024**
- Conference Dates: **Saturday, September 14 - Tuesday, September 17, 2024**



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