



EDUCATIONAL SESSION PROPOSAL



2022 ANNUAL
CONFERENCE

August 29 – September 1, 2022

2022 THERAPEUTIC RECREATION INSTITUTE and AQUATICS INSTITUTE
August 27-29, 2022

Caribe Royale Resort – Orlando, Florida

Thank you for your interest in presenting at the 2022 Florida Recreation and Park Association's Annual Conference, the pre-conference Therapeutic Recreation Institute, or the pre-conference Aquatics Institute. Conference delegates are professionals working for parks, recreation and leisure service agencies, and who work in many capacities including: park and natural areas, youth and adult sports, senior centers, summer camps, aquatics, special events, etc. For this reason, FRPA offers a plethora of general education, technical training, and focused area-specific topics.

The Association has adopted an aggressive strategic plan which focuses on four pillars: health, economic development, environmental sustainability, and community building. Your course content and learning objectives should contain elements that demonstrate the linkage parks and recreation services have with these four areas.

To ensure the quality of our members' professional development, it is necessary to have all programs requesting CEU credit to be reviewed and approved prior to final selection for the conference educational agenda. The **Program Proposal Form must be completed in its entirety** for programs to be considered for the conference.

Presentations by Commercial Entities - Any commercial company who wishes to present a session MUST be registered to exhibit in the exhibit hall at the time the speaker is contracted to present, and must have a parks and recreation professional speaking with you. Each session at the FRPA Conference is closely monitored by a Verification Officer to ensure that the course is conducted properly. Presenters from a commercial entity must not promote their company or products. Should you wish to have a meeting room strictly for product promotion we will be happy to provide that to you if room is available.

We would like to provide you with a few tips for planning your educational session, based on input received from conference delegates.

- Provide high energy sessions that engage participants in the presentation, and provoke thinking.
 - Provide handouts in advance of the session to be posted on the FRPA website, or a short "leave behind" of your session – a call to action for the participants' future.
 - Assure that your content matches the learning objectives you provide for your session.
- All content must meet FRPA standards and not be offensive or insulting to participants.

EDUCATIONAL SESSION PROPOSAL

2022 ANNUAL CONFERENCE AND THERAPEUTIC RECREATION INSTITUTE



This form must be entirely completed for the session to be considered.

Please type your information directly into this form, and send as a word document, not a pdf file.

I am submitting this program for:	<input type="checkbox"/> FRPA Conference	<input type="checkbox"/> Therapeutic Recreation Institute <input type="checkbox"/> Clinical <input type="checkbox"/> Community <input type="checkbox"/> Both	<input type="checkbox"/> Aquatics Institute
-----------------------------------	--	--	---

CEU Credits: <input type="checkbox"/> Consider this proposal for CEU credits please. <input type="checkbox"/> Thank you, but I am not interested in submitting this for CEU credits.

SESSION INFORMATION: The following is your chance to entice delegates to attend this session. Please provide exactly what you would like it to appear in the printed program. The title and description should give the delegates an accurate picture of what the session is about. **FRPA will not repeat sessions more than two consecutive years.**

SESSION TITLE (maximum of 8 words):	
Description (Maximum of 50 words):	

LEARNING OUTCOMES: Learning outcomes must be observable and measurable. Suggested verbs for writing outcomes include: **count, define, describe, identify, list, outline, read, recall, quote, recognize, reproduce, state, write, discuss, name, give, estimate, examples, predict, and summarize.** **You must submit 3 learning objectives or proposal will not be accepted.**

<i>Example</i>	Identify tools and techniques to further your skills
Participants will:	
Participants will:	
Participants will:	

Session Format (HIGHLIGHT all that apply):		
Sole Presenter – KEYNOTE (audience of 700)	Panel Presentation	Interactive Lecture
Sole Presenter – Breakout Session	Physical Activity Required	Hands On
SESSION LENGTH (Time periods below reflect our requirements for Continuing Education Units.) Please circle or highlight your selections. 180 minutes of education (3 hours) 120 minutes of education (2 hours) 60 minutes of education (1 hour)		
Product Showcase: 45 minutes or less	Other:	

Please HIGHLIGHT ALL Audio Visual Requirements: No laptops will be provided except for general session speakers. Please circle or highlight your selections. Additions to Audio/Video equipment will not be allowed onsite. Flip Chart/Easel/Markers Portable Speakers for sound projection from your computer
LCD Projector Package – includes cart/screen/power strip, and LCD Projector to be used with your laptop.
Microphone (please select one) Lavalier Hand Held
Other:

SPECIAL SPACE REQUIREMENTS FOR SESSION (We must know this at the onset so we can assure we have space available.) Please circle or highlight your selections.

Large Room for Outside Space Course May Be Noisy Limited # of participants – how many?

Interaction	Other:	
DAY / TIME PREFERENCE (Highlight one if you have specific requests, otherwise, we will assign you the time that best fits the conference agenda.) Please circle or highlight your selections.		
Saturday, August 27, 2022 (for TR or Aquatics Institute)		PM
Sunday, August 28, 2022 (for TR or Aquatics Institute)	AM	PM
Monday, August 29, 2022	AM	PM
Tuesday, August 30, 2022	AM	PM
Wednesday, August 31, 2022	AM	PM
Thursday, September 1, 2022	AM	

Category: Please check no more than two categories below. The content of your course should provide education appropriate for the area(s) you check. Courses are categorized and promoted accordingly.

Administration (operational) Aquatics Communications
 Athletics Community Building Environment

- _____ Events
- _____ Hardscapes
- _____ Health/Wellness
- _____ Marketing
- _____ Parks
- _____ Partnerships
- _____ Planning

- _____ Professional (courses intended to develop individual skills)
- _____ Programming
- _____ Natural Resource Management _____
- Supervisory/Leadership
- _____ Therapeutic Recreation

_____ Product Promotion – these will not be approved for CEU credits, will be advertised as product showcases and space is limited for these sessions. This is available only to those companies exhibiting at the conference.

Please note: If multiple speakers are being proposed – Information on all speakers must be submitted at the time this proposal is submitted, and should be submitted in one document. There will be no more than 3 speakers for a one or two-hour course.

ELIGIBILITY FOR PAYMENT - PLEASE READ CAREFULLY

Currently employed in the field of parks and recreation in the State of Florida - not eligible for honorarium, but can request payment for direct expenses such as supplies. No hotel rooms will be provided.

Currently employed in the field of parks and recreation outside the State of Florida – FRPA provides all-inclusive honorariums to cover all your expenses. Please take this into consideration when providing the amount – do not simply say mileage, meals, tolls - you must provide one total amount.

Professional speakers - FRPA provides all-inclusive honorariums to cover all your expenses. Please take this into consideration when providing the amount – do not simply say mileage, meals, tolls - you must provide one total amount.

Commercial Professionals/Representatives – No fee or provision allowed. Commercial presenters must be an exhibitor in order to be considered for speaking, and are required to have a parks and recreation professional speaking with you.

Attach a current headshot of each proposed speaker in a jpg format when emailing your proposal form.

#1 SPEAKER INFORMATION: (fill out completely)			
Name:		Title:	
Organization:			
Address:		City/State/Zip:	
Email:		Phone w/Area Code:	

Associated Fees – refer to ‘Eligibility for Payment Section’ above.

Speaking fee (should be inclusive of speaking fee, transportation costs, meals, etc.):	:	\$
Any other expenses associated with speaker?:		\$
Will speaker require overnight accommodations?:		YES NO
Do you request a Conference Registration for the day(s) you are speaking? (for those employed in the field of parks and recreation or commercial representatives):		YES NO
Does this speaker agree to having this session (circle all that apply)	Audio Taped Video Taped	

SPEAKER BIO: Do NOT attach resumes or visas. Biographical information will be provided to conference participants in the Conference Mobile App. **Limit your biographical information to no more than 125 words.** Bio may be adjusted for spacing purposes. Make this short, descriptive, and interesting. Please compose in third person.

#2 SPEAKER INFORMATION: (fill out completely)

Name:		Title:	
Organization:			
Address:		City/State/Zip:	
Email:		Phone w/Area Code:	

Associated Fees – refer to ‘Eligibility for Payment Section’ above.

Speaking fee (should be inclusive of speaking fee, transportation costs, meals, etc.):	:	\$
Any other expenses associated with speaker?:		\$
Will speaker require overnight accommodations?:		YES NO
Do you request a Conference Registration for the day(s) you are speaking? (for those employed in the field of parks and recreation or commercial recreation):		YES NO
Does this speaker agree to having this session (circle all that apply)	Audio Taped Video Taped	

SPEAKER BIO: Do NOT attach resumes or visas. Biographical information will be provided to conference participants in the Conference Mobile App. **Limit your biographical information to no more than 125 words.** Bio may be adjusted for spacing purposes. Make this short, descriptive, and interesting. Please compose in third person.

#3 SPEAKER INFORMATION: (fill out completely)

Name:		Title:	
Organization:			
Address:		City/State/Zip:	
Email:		Phone w/Area Code:	

Associated Fees – refer to ‘Eligibility for Payment Section’ above.

Speaking fee (should be inclusive of speaking fee, transportation costs, meals, etc.):	:	\$
Any other expenses associated with speaker?:		\$
Will speaker require overnight accommodations?:		YES NO
Do you request a Conference Registration for the day(s) you are speaking? (for those employed in the field of parks and recreation or commercial recreation):		YES NO
Does this speaker agree to having this session (circle all that apply)	Audio Taped Video Taped	

SPEAKER BIO: Do NOT attach resumes or visas. Biographical information will be provided to conference participants in the Conference Mobile App. **Limit your biographical information to no more than 125 words.** Bio may be adjusted for spacing purposes. Make this short, descriptive, and interesting. Please compose in third person.

SUBMIT THIS FORM COMPLETED, AND IN A WORD DOCUMENT IN ITS ENTIRETY VIA EMAIL TO:

Eleanor Warmack – eleanor@frpa.org **DEADLINE: October 31, 2021** With Subject Line: 2022 FRPA Annual Conference Program Proposal

DO NOT PDF YOUR SUBMITTAL