



**2013 Northern New England Recreation & Parks Conference
January 2013
Attitash Grand Resort, Bartlett, NH**

The Northern New England Recreation & Parks Conference Committee is currently accepting speaker proposals for the 2013 conference.

The conference draws 150+ parks and recreation professionals from all over New England and over 40 vendors. This is regarded as one of the top conferences in New England.

The conference setup is as follows; four sessions are running during each time slot, with four different tracts. The tracts are administration, programming, maintenance and parks. We are currently seeking speakers on topics that fall into these categories.

If you are interested in speaking at our conference please fill out the following form and return it as soon as possible. The conference committee will meet in June to discuss topics and appropriate speakers. Speakers will be notified late June if they were chosen.

**Any questions can be directed to
Tara Tower**

recreation@lincolnnh.org

or

Phone: 603-745-8673 Fax: 603-745-6743

E-Mails Preferred ... Thanks.



REQUEST FOR PROPOSALS EDUCATIONAL SESSION PROPOSAL GUIDELINES

- **TITLE** - Seven words or less, that is related to the Theme.
- **DESCRIPTION** – Two brief sentences describing the session content. 30 words or less to be used in the brochure if session is chosen.
- **LENGTH** – Session lengths are 70 minutes, including time for questions & answers, and are worth .1 CEUs.
- **TARGET AUDIENCE** – Please check appropriate box or boxes on the next page to signify target audience.
- **NEEDS IDENTIFICATION** - Why is this topic important?
- **LEARNING OUTCOMES** - Measurable behavior or performance objectives. Suggested verbs for writing learning outcomes include: count, identify, outline, recall, state, give, predict, define, list, quote, recognize, write, estimate, summarize, describe, name, read, reproduce, discuss.
- **AV/ROOM REQUESTS** - List AV needs; specify special room arrangements, e.g. lecture, large open space for activities, etc. NOTE: To minimize AV costs, the NNE Committee is requesting speakers provide their own laptops and LCD projectors if at all possible. ***NNE's Committee cannot guarantee the availability of equipment not requested at the time the session proposal is submitted.***
- **PREFERRED SESSION TIME** - Specify only if speaker needs a specific time. Where possible, the NNE's committee will attempt to schedule speakers according to requests.
- **ACCESSIBILITY REQUIREMENTS** – State any special accommodations the speaker may need.
- **SPEAKER CONTACT INFORMATION** –Complete contact information, including email, is required. All official correspondence will be sent through lead/primary speaker. It is the Lead Speaker's responsibility to communicate all details with any co-presenters.
- **SPEAKER BIOGRAPHY** – Please attach a short biography to be read as an introduction.
- **FINANCIAL REQUEST FOR SPEAKER** – The Committee will review all requests according to the Speaker Expense Policy, (as part of the Manual of Policy and Procedures for the Northern New England Recreation & Park Conference). This policy does not allow financial reimbursements for Recreation & Park Professionals from within the Northern New England states (ME, NH, VT). The policy allows for different reimbursement rates for speakers coming from within Northern New England, outside of Northern New England, within New England, and from outside of New England.

DEADLINE TO RETURN PROPOSALS: June 1, 2012

NNEPRC Committee will review proposals in June and notify speakers if selected

Send to:

recreation@lincolnnh.org

or

NNE's Committee Attn: Tara Tower, PO Box 25, Lincoln, NH, 03251

Questions? Phone: 603-745-8673 Fax: 603-745-6743

Mails Preferred. ..Thanks.

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