



Virginia Recreation and Park Society Annual Conference
Hampton Roads Convention Center
Hampton, Virginia
October 21-24, 2017

Thank you for your interest in speaking at the Virginia Recreation and Park Society 2017 Annual Conference to be held at the Hampton Roads Convention Center in Hampton, Virginia, October 21-24, 2017. We are seeking dynamic, motivating speakers to provide a unique learning experience that conference delegates won't find anywhere else!

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 engaged 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](#). 2017 marks our 63rd annual conference.

Our conference theme is "From Trails to Treasures, Your Journey Awaits", a reference to all the "hidden gems" that can be found within each City and Town—parks, pathways, older facilities, and unique features—just waiting to be re-discovered and used in exciting new ways! The conference participants will be Parks & Recreation professionals and students from across the state. Included in this packet you will find:

- 1) A list of guidelines and standards for speakers
- 2) A list of potential sessions to jump start the process of choosing a topic
- 3) The Education Session Proposal Form that must be completed for each proposed session

If you are interested in speaking at the conference, please submit a completed Education Session Proposal Form and all supporting documents no later than **April 17, 2017** to Kari Diop at kdiop@vbgov.com in order to be considered. Speakers whose proposals add quality and diversity to the overall education slate will be selected by the Education Committee. Selected speakers will be contacted with further information. Thank you for your consideration. I look forward to hearing from you!

Sincerely,

Kari Diop

Kari Diop, CPRP
Virginia Beach Parks and Recreation

Guidelines and Standards for Speakers

These standards and guidelines are intended to provide guidance to speakers at the Virginia Recreation and Park Society conference. We hope this information is useful in helping you prepare your presentation. Please share it with all other presenters on your program.

PROPOSALS

All proposals must be submitted via the Education Session Proposal Form. All requested information must be provided in order for a proposal to be considered. The inclusion of additional documents and relevant information is encouraged in order to assist the Education Committee in determining whether or not to accept your proposal. Please also keep in mind that attendees are typically interested in receiving CEU's for the sessions they attend. The information requested on the Education Session Proposal Form is necessary to determine if a proposed session is eligible for CEU's. Other than roundtable and panel discussions, it is expected that proposals be written so they will be eligible for CEU's.

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 will be asked for further clarification.

SUCCESSFUL PROPOSALS

All submitters will receive email notification of whether their proposal was accepted or declined. 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 also the ability of the speaker(s) to be at the assigned location on the assigned date and time. Please contact Kari Diop at kdiop@vbgov.com if any problems with the assigned date and time are discovered.

TIMING

Education sessions are typically one hour and fifteen minutes (1.25) or two hours and thirty minutes (2.5), including question and answer time, in order for attendees to be eligible for CEU's. It is important that sessions start and end on schedule so the following session will not be negatively impacted.

AUDIOVISUAL EQUIPMENT

As noted on the Education Session Proposal Form, VRPS provides, at no cost, an LCD projector, laptop computer, and screen. A flip chart and markers are also typically available. Speakers are encouraged to use a thumb drive/flash drive for their presentations.

WIRELESS INTERNET

Internet access cannot be guaranteed for every room. If Wi/Fi is necessary for your presentation, please indicate so in your proposal.

ROOMS

Sessions are scheduled in the Hampton Roads Convention Center meeting rooms. In most cases, the meeting room assigned to your session will be available 15 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. If there is a problem, contact your room host. As a professional courtesy to other presenters, please begin and end your presentation on time. Please also note that nothing can be taped, stapled, or otherwise affixed to any wall or surface of the rooms.

HANDOUTS

Most attendees are interested in practical application and how-to ideas that they can incorporate into their programs. Speakers are encouraged to provide attendees handouts of their presentation. Most speakers choose to do so via the conference app, which makes it very convenient for attendees. Speakers may choose to provide hardcopies if preferred. In an effort to reduce print production, VRPS will not provide copies during the conference.

QUESTION AND ANSWER TIME

During Q&A, please repeat any questions so all attendees can hear them before you answer.

PROGRAM SCHEDULE

A link to the preliminary program schedule will be made available online at vrps.com and will be updated as the conference schedule develops.

SPEAKER COMPENSATION

1. VRPS members or speakers from VRPS member agencies are not eligible to be compensated for speaking. VRPS does not reimburse for travel expenses, hotel costs, etc.

- a. We encourage speakers who are not registered for the conference to register for the day to attend conference sessions. Preference will be given to registered speakers during the selection process.
- b. Presenters not registered for the conference must purchase a ticket for any social or meal functions.

2. Speakers who are not VRPS members or from VRPS member agencies, but work within the field of parks and recreation (i.e. from other states) are generally not compensated for speaking.

3. 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 steering committee will consider before agreeing to compensate a speaker include:

- a. level of experience, reputation, and qualifications of the speaker
- b. number of sessions the speaker is presenting
- c. number of people likely to attend the session
- d. amount the speaker is charging for a speaking fee
- e. total travel costs the speaker expects to have reimbursed
- f. amount budgeted for all educational expenses

VRPS SPEAKER STANDARDS

1. 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 the experience of their organization or firm. This will help provide examples for participants that illustrate various points of view or methods of doing things, and allow more complete responses to questions. It is also valuable to incorporate a global perspective, whenever possible, on the topic of discussion.

2. 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. One should avoid reading material from the slide presentation. Slide material should touch on key points of the presentation.

3. No commercials: Conference sessions are meant to provide information for industry professionals, not make sales 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.

4. Consider the Bottom Line. 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 it can be used by members of the audience and the specific focus of the event.

2017 Annual Conference Session Suggestions

Please use the following session topics and example sessions that have been offered at previous conferences (VRPS, NRPA, etc.) as inspiration for your session proposals. Please don't limit yourself to these topics. Also, consider your target audience, which may be entry level, front line, middle management, or executive level professionals. This includes administrators, planners, programmers, operators, students, etc.

Administration/ Management

Budget, Foundations, Business Practices, Dealing with Change, Innovation, Revenue Generation Strategies, Hiring Professional Services- architects, etc., Improving cost recovery

Athletics

Youth Sports, Safety, Volunteer Screening, Working with Coaches, Partnering with Recreation Clubs

Aquatics

Air Quality, Model Aquatic Health Code, Swim Lessons, Hot Topics, Staffing, In-service, Renovations, Opening a new facility

Cultural and Historic Resource Management

Resource Management, Re-enactments, Revenue Generating Ideas, Working with Friends Groups

Cultural Diversity

Exploring Youth Culture, Programming for Minority Groups

Customer Service

Customer Service in the Digital Age, Convenience, Building your Brand

Facility/Recreation Center Operations

Branding, Theming, Improvements, User Groups, Health and Wellness Programs, Fitness, Managing Maintenance Expenses,

Golf

Maximizing Golf Revenue, Maintenance, Juniors, Ladies, Latent Golfers, Retention, New Programs

Marketing/Tourism

Branding, Social Media, Sponsorships, Partnerships, Email Marketing, Mobile Technology, Low Cost Marketing Ideas, Creating an App

Park Maintenance, Landscape and Turf Management

Natural Playgrounds, Skate Park Management and Programming, Ball field and Park Maintenance, Meadow Management, Wildlife Management, Dog Park Management, Working with Friends Groups, Managing Volunteers

Park Operations

Geocaching, Sustainability, Re-invigorating Older Parks

Partnerships/ Collaboration/ Advocacy

Citizen Engagement, Public/Private Partnerships, Friends Groups, How to Seek Citizen Input, 4-H programs, VA Wounded Warrior Program

Trails and Open Space/Urban Forestry

Bike Share Programs, Public Education on Bike Safety, Naturalist Programs, Natural Area Management, Environmental Stewardship

Personnel Management

Recognizing, Rewarding, and Retaining Staff, Staff Accountability, Managing Conflict, Succession Planning, Motivating Staff, Effective Documentation

Planning, Design and Maintenance

Preventive Maintenance, Design Build Procedures

Programming Ideas

Camps and Technology, Engaging Children in Nature Play/Outdoors, Family Recreation Programs, Cost Effective Programming Ideas, Art, Summer Camp, Program Evaluation, Re-invigorating Existing Programs

Risk Management

Risk Management for Pools and Facilities,
Developing an EAP, Emergency Preparedness – P/R
role in responding and recovering

Revenue Opportunities

Food and Beverage, Renovations, Special Events,
Re-Branding

Active Adults/Seniors

Revenue Generating Ideas for Active Adult
Programs, Aging Society Issues, Key Trends in Aging

Special Events/Festivals

Business Plans, Risk Management, Event
Operations, Sponsorships, Staffing Plans, Revenue
Opportunities

Outdoor Recreation

Eco Tourism, Experiential Education, Ropes and
Adventure Programming, Kayaking

Students

Internships, How to Take the Next Step

Wellness and Fitness

Nutrition, Exercise, Les Mills

Therapeutic Recreation

Disability Awareness, Programming, Partnerships,
Developing a TR Program, Current Trends

Youth and Teens

Employing Teens, Teen Program Ideas, Developing
Emerging Leaders, Teen Volunteer Programs

Leadership

Coaching, Inspiration, Change

Professional Development

Networking, Personal Growth Plan, Time
Management, National Certification Programs

VRPS

How to Get Involved, the Value of Membership,
Round Table with Leaders

Volunteers

Volunteer Retention Ideas, Boomer Strategies,
Resources, Volunteer Recognition

Your next step is to complete an
Education Session Proposal Form
and return it to the Education
Committee for consideration for the
2017 Conference. Feel free to
contact us if you have any questions.

Kari Diop

757-385-0420

kdiop@vbgov.com