



**Virginia Recreation and Park Society
Eastern Service Area Summer Survival Training
Brittingham-Midtown Community Center
Newport News, Virginia
June 2, 2018**

Guidelines and Standards for Speakers

These standards and guidelines are intended to provide guidance to speakers at the Eastern Service Area Summer Survival Training. 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 Speaker Committee in determining whether or not to accept your proposal.

CEU's will not be given at this training and CEU information will not need to be filled out on your Education Session Proposal Form.

SELECTION PROCESS

Session proposals are reviewed and ultimately accepted or declined by the Speaker Committee, with a goal of establishing a comprehensive, well balanced education slate for the training participants. On occasion, submitters will be asked for further clarification. The Virginia Recreation and Parks Society Eastern Service Area reserves the right to reject any proposal.

SUCCESSFUL PROPOSALS

All submitters will receive email notification of whether their proposal was accepted or declined. Please contact Roberto Ramos @ rros@vbgov.com or Katrina Thompson @ ktompson@isleofwightus.net if any problems with the assigned time are discovered.

TIMING

Education sessions are one hour (1) and five (5) minutes including Q&A. 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 ESA provides, at no cost, an LCD projector, and screen. A flip chart and markers are also typically available if needed. Speakers are required to bring their own laptop and are encouraged to use a thumb drive/flash drive for their presentations.

Laptops will not be provided and all speakers must bring their own laptop

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 Brittingham-Midtown Community Center in Newport News, VA. 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 e-mail so make sure to have a sign-up sheet, which makes it very convenient for attendees. Speakers may choose to provide hardcopies if preferred.

Q&A 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 training 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 training to register for the day to attend training sessions.

b. Presenters will be compensated with a lunch meal by the Eastern Service Area.

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:** Training 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.
4. **Consider the Bottom Line.** Registrants attend trainings to gather information that can help them do their own jobs during the summer 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 training.

2018 Summer Survival Session Suggestions

Please use the following session topics and example sessions that have been offered at previous summer survival trainings as inspiration for your session proposals. Please don't limit yourself to these topics. Also, consider your target audience, which will mainly be entry level, and front line recreation professionals. This includes administrators, planners, programmers, operators, students, etc.

Athletics

Youth Sports, Safety, Teaching sports

Cultural Diversity

Exploring Youth Culture,
Programming for Minority Groups

Facility/Recreation Center Operations

Branding, Theming, Improvements,
Health and Wellness Programs, Fitness,

Programming Ideas

Camps and Technology, Engaging Children in
Nature Play/Outdoors, Family Recreation
Programs, Cost Effective Programming Ideas,
Arts & Crafts, Program Evaluation

Students

Internships, How to Take the Next Step

Youth and Teens

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

Aquatics

Staffing, Summer Swimming, Safety

Customer Service

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

Personnel Management

Recognizing, Rewarding, Retaining Staff
Staff Accountability, Managing Conflict,
Motivating Staff, Effective Documentation

Outdoor Recreation

Eco Tourism, Experiential Education,
Ropes and Adventure Programming,

Therapeutic Recreation

Disability Awareness, Programming,
Partnerships, Current Trends

Leadership

Coaching, Inspiration, Change