



**2018 KRPS Conference Educational Session Proposal
February 25 – 28, 2018 Louisville, KY**

Please print or type this information on the form completely. Information requested is needed for session approval, planning details, and the printed program.

1. Session Speaker(s) Name, Title, Agency, and Mailing Address & Phone Number:

(List exactly as it should appear in the printed program.)

Name: _____ Title: _____

Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Second Speaker (Attach page if needed for additional speakers)

Name: _____ Title: _____

Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

2. Session Title: (Toss the line and hook me! Make the session's title sound fun!) The title should be short and to the point, interesting, and exciting. This is your opportunity to entice delegates to your session. Be creative!

3. Session Description: (In 45 words or less, briefly describe this session. Please write exactly what you would like to appear in the printed program. This paragraph should give the delegates an accurate picture of what the sessions is about. Use a separate sheet if necessary.)

4. Dates Available (please mark your 1st, 2nd, or 3rd choice of time):

- _____ Monday, February 26th Morning
- _____ Monday, February 26th Afternoon
- _____ Tuesday, February 27th Morning
- _____ Tuesday, February 27th Afternoon
- _____ Wednesday, February 28th Morning

5. **Room set up:** _____ Tables with chairs
 _____ Chairs only
6. **Target audience:** (please use the following categories; choose all that apply: Administration, Aquatics, Athletics, Child Care, Health and Wellness, Maintenance, Outdoor, Programming, Student, Hot Trends or Topics and Therapeutic Recreation)
7. **Audio Visual Equipment Needs:** (screen, video projector, laptop)
8. **This proposed session will be:** _____ One hour 15 minutes _____ Two hours thirty minutes
 _____ Three hours 45 minutes
9. **Learning outcomes:** Learning outcomes must be observable and measurable. (Suggested verbs for writing outcomes include: county, define, describe, identify, list outline, quote, read, recall, recognize, reproduce, state, write, discuss, name, give, estimate, examples, redirect, and summarize.)
10. **Instructions Methods:** (check all that apply): _____ lecture _____ case study _____ audience participation _____ visual aids _____ demonstration _____ handouts _____ Other (please explain) _____
11. **Learner Assessment:** (The audience needs to demonstrate their attainment of learning the stated outcomes. State methods you will use to assess learning. Examples of assessment methods include: questions, oral tests, written exercise, demonstration, case study, discussions, oral report, list, recite, solve problem, construct, illustrate, or evaluate.)

12. Please attach a current resume or curriculum vitae.

Proposal Submitted by:

Name: _____

Phone: _____ Email: _____

Please return completed form to: Amanda Rogers, Director of Parks & Recreation, Owensboro, KY
 KRPS President-Elect, Conference Program Chair
 (270) 687-8706 for questions
Email: rogersaa@owensboro.org