



# KRPS Conference and Trade Show Educational Session Proposal



November 2-5, 2021  
The Center for Rural Development  
2292 US-27 #300  
Somerset, KY 42501

Please fill-in, print or type information on the form completely. Information requested is important for session approval, CEU approval, planning, and the printed program.

These sessions are not intended to be a sales pitch.

**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: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

- 2. Session Title:** (Toss the line and hook me! Make the session sound fun or peek my interest! Title should be short and to the point. Entice delegates to your session. Be creative!)

- 3. Session Description:** (In 45 words or less, briefly describe the session. Write exactly what you would like to appear in the printed program. This paragraph should give the delegates an accurate picture of what the session will cover. Use a separate sheet if necessary.)

4. **Session Offering Preference (please mark your first choice and second choice):**

\_\_\_\_\_ Wednesday (Nov 3rd), morning

\_\_\_\_\_ Wednesday (Nov 3rd), afternoon

\_\_\_\_\_ Thursday (Nov 4<sup>th</sup>), morning

\_\_\_\_\_ Thursday (Nov 4<sup>th</sup>), afternoon

\_\_\_\_\_ Friday (Nov 5<sup>th</sup>) morning

5. **Room set up:** \_\_\_\_\_ Tables with chairs

\_\_\_\_\_ Chairs only

6. **Target audience:** (From the following categories; choose all that apply: Administration, Aquatics, Athletics, Camp, Health and Wellness, Maintenance, Marketing, Outdoor, Programming, Student, Hot trends or Topics, and Therapeutic Recreation)

7. **Audio Visual Equipment Needs:** (screen, video projector, laptop supplied only upon request)

8. **Proposed session will last:** \_\_\_\_\_ Hour and 15 minutes \_\_\_\_\_ 2 hours, 30 minutes

9. **Learning outcomes:** (Learning outcomes must be observable and measureable.

Suggested verbs for writing outcomes include: count, define, describe, identify, list, outline, quote, read, recall, recognize, reproduce, state, write, discuss, name, give, estimate and summarize.)

10. **Instructions Methods:** (check all that apply):      lecture      case study      handouts  
audience participation      visual aids      demonstration      Other (please explain)

11. **Learner Assessment:** (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, list, recite, solve problem, construct, illustrate, or evaluate.)

12. **Please attach a current resume or curriculum vitae.**

Proposal Submitted by –

Name:

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please return completed form to:**

Ashley Coulter, Assistant Director of Parks & Recreation,  
Shelbyville/Shelby County Parks & Recreation  
KRPS President-Elect, Conference Program Chair  
(502) 354-1918 for questions  
Email: [krps.conference@gmail.com](mailto:krps.conference@gmail.com)