

Joint 4-H/FCH/SNAP-Ed/EFNEP Professional Development Conference Proposal Guidelines

Program Seminars (50 minutes)

Description

Program seminars feature high-quality Extension programs that utilize research findings or "best practices" in their program design. Programs must have clearly defined outcomes and evaluation data that show the program achieves its targeted outcomes. Program seminars should advance practice of Extension work related to health, family sciences, and youth development by introducing new (or nearly new), participants to new approaches, curricula, or technologies. Presenters should utilize hands-on activities to help session participants experience the program.

Proposal Information

Abstract: 100-word maximum

- Summarize the content of your proposal by clearly communicating content and intent of proposal - used for conference proceedings

Program Proposal Outline: 750-word maximum

- Program description
 - Include a brief description of:
 - program content
 - delivery methods
 - targeted participants
 - program outcomes.
- Research Base
 - Provide a brief summary of research (one to three reference citations in the text) or "best practice" that was utilized to inform program design, content or delivery modes.
- Program Evaluation
 - Brief description of procedures and findings providing evidence that program achieved targeted outcomes.
- Instructional Techniques and Program Replication Requirements
 - Describe the instructional techniques that will be used in the conference presentation, and any requirements for program replication (such as purchase of curriculum, further training, materials or funding).

Competency Building Workshop

(50 minutes)

Description

Competency building workshops teach a specific skill or competency needed by Extension professionals who work in the areas of health, family sciences, or youth development. The proposal should include a detailed justification of why this skill is important, how the presenter will teach the skill within a short time frame, and how the presenter will enable attendees to learn more after the session. The workshop should be hands-on and include exercises that allow participants to practice using this skill. The workshop should include take-home materials for use and reference post-conference.

Proposal Information

Abstract: 100-word maximum

- Summarize the content of your proposal by clearly communicating content and intent of proposal - used for conference proceedings

Program Proposal Outline: 750-word maximum

- Skill Set Description
 - Include justification of why this skill set is important and which core competency categories the skill falls under.
- Targeted Outcome
 - Describe targeted outcomes for the participants who will be attending the session.
- Targeted Audience
 - Describe level of knowledge for targeted conference participants (introductory, intermediate or advanced).
- Instructor Qualifications
 - Describe the instructional techniques that will be used in the conference presentation and instructor's qualification on subject.
- Participant Take Home.
 - Describe what skills and/or materials participants will leave with, and how skills can be replicated and improved.
- Contribution to new knowledge or new interpretation

Ignite Presentations

(5 minutes)

Description

Ignite presentations are brief and concise presentations that are presented by a single presenter. Presentations can showcase a successful Extension program (an abbreviated program seminar) or share a useful “tool” with youth development professionals. Presentations will be limited to five minutes and follow the standard Ignite Presentation format of 20 slides, automatically advancing every 15 seconds. Presenters will be required to submit completed slides two weeks prior to the conference. In addition, all Ignite presenters will be provided with an informational handout on how to create an Ignite Presentation.

Proposal Information

Abstract: 100-word maximum

- Summarize the content of your proposal by clearly communicating content and intent of proposal - used for conference proceedings

Program Proposal Outline: 500-word maximum

- Highlights of Presentation
 - List the main three to five points you will share with the audience and a brief description of each point.
- Use of Slides
 - Describe how you will use the slides to enhance your presentation.
- Targeted Audience
 - What audience will benefit from this presentation?