

# CALL FOR WORKSHOP PROPOSALS

## 2010 Western Regional 4-H Leaders' Forum Albuquerque, NM March 11-14, 2010

Proposals for the 2010 WRLF are currently being accepted and you are invited (and encouraged) to submit your workshop idea(s) to the committee for consideration. Adult volunteers, Extension staff and teens are all welcome to submit proposals and have an equal opportunity to be chosen. Your input is invaluable.

Proposals are due by June 1, 2009; Primary presenters (as named on the proposal form) will be contacted about the status of their proposal by July 20, 2009. You may submit your proposal in any of the following ways:

- By mail to: Mindy Turner, PO Box 30003 MSC 3AE, Las Cruces, NM 88003
- By FAX to: Attn: Mindy Turner (575)-646-3027
- By email to: [midenny@nmsu.edu](mailto:midenny@nmsu.edu) or
- Submit online at: <http://nm4h.nmsu.edu>

### PROPOSALS WILL BE SELECTED THROUGH A COMMITTEE REVIEW PROCESS USING THE FOLLOWING CRITERIA:

- Potential to attract and motivate attendees
- Clarity of proposal content and presentation methods
- Potential for practical application to local and area club work
- Relevance to current projects and trends in youth development

### PROPOSALS MAY BE SUBMITTED AS ONE OF FOUR TYPES\*:

- 90 minute session - hands on learning experiences designed to provide comprehensive coverage of subject matter,
- 45 minute mini-session - introduction or promotional workshop designed to engage learners, but cover less subject matter; mini sessions will be paired in a time slot to allow for consistency in the schedule.
- 2 part session - hands on learning experiences designed to provide comprehensive coverage of subject matter that cannot be covered in one 90 minute session,
- Off site/Educational tour - hands on learning experienced conducted away from the hotel (ex: at a local dairy; food plant; arena; etc.); off site workshops will be allotted two 90 minute sessions to allow for travel.

\*Type of session selected does not guarantee nor hinder your workshop being chosen. Please select the type most conducive to your topic area and objectives. This will assist us in planning a quality conference experience for all participants.

All attendees of WRLF are required to pay their own registration fee and travel expenses. A registration form will be available online at [nm4h.nmsu.edu](http://nm4h.nmsu.edu). Workshop presenters who are at WRLF only during their workshop and are not participating in any other part of WRLF do not need to register. If not attending the entire conference, day registration, including the meals, breaks, workshops and activities on that day will be available.

## PROPOSAL FORM

Title of Workshop: \_\_\_\_\_

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

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

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Affiliation: 4-H Teen \_\_\_ 4-H Volunteer \_\_\_ Extension Staff \_\_\_ Other \_\_\_

List names and e-mail addresses of other team members:

Presenter(s) Biography:

Please indicate which category best describes your workshop's emphasis (place an X in the box of the **ONE** area that you feel most accurately describes your workshop):

|   |   |
|---|---|
| <p><b><i>Educational Design and Delivery</i></b></p> <ul style="list-style-type: none"> <li>• Workshops that focus on projects skills and designing activities for the right age groups</li> <li>• Team building, experiential learning and program evaluation</li> </ul> | <p><b><i>Positive Youth Development</i></b></p> <ul style="list-style-type: none"> <li>• Workshops that focus on life skills, leadership skills, ages and stages of youth</li> <li>• Youth-Adult partnerships, motivation, diversity. Note: This category includes teen specific workshops</li> </ul> |
| <p><b><i>Interpersonal Characteristics</i></b></p> <ul style="list-style-type: none"> <li>• Workshops that focus on personal improvement.</li> <li>• Note: This category includes craft workshops.</li> </ul>   | <p><b><i>Communications</i></b></p> <ul style="list-style-type: none"> <li>• Workshops that build skills in speaking, listening, writing and non-verbal</li> <li>• Information delivery and dissemination, marketing, public relations, technology</li> </ul>   |
| <p><b><i>Organization</i></b></p> <ul style="list-style-type: none"> <li>• Workshops that focus on planning and time management</li> <li>• Parent recruitment, parent involvement, community service</li> </ul>   | <p><b><i>4-H Program Management</i></b></p> <ul style="list-style-type: none"> <li>• Workshops that build skills in club management, record keeping, financial management</li> <li>• Organization and structure of extension, 4-H mission, liability awareness and reduction</li> </ul>               |

Description of Workshop (how it will be conducted i.e. lecture, interactive, hands-on, etc; what materials will be given to attendees and how it fits the category:

Abstract: No more than 60 words. Brief description of the workshop to be used in the conference workshop descriptions - why would people want to attend your program?:

### OTHER WORKSHOP INFORMATION

Workshop Type (see descriptions under Call for Proposals):

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 90 minute session   |
| <input type="checkbox"/> | 45 minute mini-session  |
| <input type="checkbox"/> | Two part session (two 90 minutes sessions that build on one another)                        |
| <input type="checkbox"/> | Offsite/Educational Tour (be sure your description details your plan for offsite education) |

Can you present more than once?  Yes  No

Maximum Workshop Audience:  10-20  21-40  41+

Please indicate the type of meeting room set-up you would like:

|                          |                             |                          |                             |                          |                 |
|--------------------------|-----------------------------|--------------------------|-----------------------------|--------------------------|-----------------|
| <input type="checkbox"/> | Lecture (chairs, no tables) | <input type="checkbox"/> | Classroom (tables & chairs) | <input type="checkbox"/> | Other (specify) |
|--------------------------|-----------------------------|--------------------------|-----------------------------|--------------------------|-----------------|

AV Needs: Please indicate any needs you will have related to audio visual equipment. We will do our best to meet AV needs. Any fees incurred by special AV set up (ex: internet connection) will be the responsibility of the presenter. Please mark all items you would need:

|                          |           |                          |        |                          |                     |                          |                 |
|--------------------------|-----------|--------------------------|--------|--------------------------|---------------------|--------------------------|-----------------|
| <input type="checkbox"/> | Projector | <input type="checkbox"/> | Screen | <input type="checkbox"/> | Internet Connection | <input type="checkbox"/> | Other (specify) |
|--------------------------|-----------|--------------------------|--------|--------------------------|---------------------|--------------------------|-----------------|