REQUEST FOR PROPOSALS

EXTENSION LEADERSHIP CONFERENCE 2021
February 10-11, 2021
Sponsored by JCEP

Leading in a Virtual World

Sponsored by Joint Council of Extension Professionals

RFP for Leadership Development Concurrent Sessions Due October 30, 2020

The Extension Leadership Conference Planning Committee is pleased to invite Extension educators, specialists and administrators to share their expertise at the 2021 Extension Leadership Conference. The purpose of the conference is to support and challenge Extension Professionals in their leadership development journey nationwide, across all disciplines. This virtual conference provides professional development that addresses leadership and management skill development critical for building confidence in today's emerging Extension Leaders.

As we meet the challenges of more virtual programming, we encourage proposals that are original, engaging, significant, high quality, clear and relevant. All presentations, workshops and posters will be presented with time for a question and answer period. The proposal should raise and discuss issues important to virtual exchange and engagement and should be applicable across Extension disciplines with national applicability. Please be clear on the intended outcome of the session.
The presenter's teaching methods should include techniques that participants will be able to duplicate in their own workplace.

Some themes that may be considered include, but are not limited to: Communicative Leadership in a Challenging World, People Management, Practice through Virtual Exchange (tools, support, technologies, education, opportunities), Evaluating the Impact of Virtual Exchange and Transferable skills, Critical Perspectives towards Social Justice, Diversity and Equality in a Virtual World.

Options: You may select one of the following options
  A. Skill Building Sessions: These are 20-minute sessions are intended to teach Extension tips, tricks and tools to enhance leadership skills.
  B. Training Workshops: These sessions could take the form of a demonstration or a participatory how-to-session. Training sessions are intended to train participants and engage them in practice. Sessions will be 45 minutes.
  C. Poster Presentation: The virtual conference poster presentation will include submitting an electronic visual (poster) prior to the conference (example: pdf or ppt file) for attendees to view on the JCEP website. Presenters will need to be available during the 60-minute designated poster session (s) for interaction and discussion with conference attendees. Proposals must describe the intended content and its suitability for a poster presentation.

You must reference best practices of scholarship or appropriate research-based science.

Proposals are reviewed based on the following weighted criteria:

Learning objectives and leadership skill(s) taught .... 20 pts
Hands on activities or interactive component .... 20 pts
Relevance to current leadership development for Extension Professionals .... 30 pts
Uniqueness or innovation of the leadership presentation proposal............................ 20 pts
Speaker reference recommendations .... 10 pts

*Proposals are reviewed and scored by the Extension Leadership Conference Abstract Committee composed of two representatives from each of the JCEP Association member organizations in addition to the JCEP ELC Planning Committee. Failure to adhere to the guidelines below may result in non-evaluation of the proposal.

Required fields for proposal submission:

1. Primary author and additional presenting authors (include titles, institutions, and addresses)
2. Presentation title (limit 180 characters)
3. Brief Description of Presentation (limit 500 characters)
4. Presentation abstract (limit 1,500 characters) List the interactive component or hands on activity
5. Learning objectives (limit 700 characters)
6. Primary author and presenting authors summary biography (limit 1,000 characters)
7. Was this presentation previously offered? Where and what event (limit 500 characters)
8. Reference information and email address, from 2 individuals who can speak to the presenter's style and audience engagement.

Additional Guidelines and Information:

- All proposals must be received electronically via the online process by 5:00 p.m. MST, **_October 30, 2020_**.
- Individuals may submit only one for Skill Building Presentation or Training Workshops. Presentations that are not selected may be given the opportunity to present as a poster.
- **Applicants must be a current member of 1 of the 7 JCEP professional organizations.**
- Applicants will be informed of selection in November 2020.
- Electronic copies of the presentation and handout materials must be submitted to the JCEP office (jcepoffice@jcep.org) by Friday, January 29th, 2021. **If we do not receive your information, it is the presenter's responsibility to provide their own audio visual connection and handouts. It is suggested the presenter arrive at least 30 minutes prior to session to take care of the technical aspects.**
- Electronic presentations must be in PowerPoint format. Each room will have a LCD projector with the presentation pre-loaded on a laptop prior to the conference. Please do not ask to use your own equipment. **If the presentation was not submitted prior to January 29th, it will not be pre-loaded and you will be required to handle it yourself.**
- A request for an Internet connection and/or audio support must be included in the proposal with a justification for the need.
- All presenters must register for the conference and are responsible for their own registration, hotel accommodations and travel expenses.
- Presentation contributors who do not present can be included in the proposal.

For Conference details and questions regarding this process, visit: www.jcep.org