



## Embracing the Past. Building the Future.

OSU Extension Annual Conference • December 5, 2012  
Request for Proposals

### Overview

You are invited to attend and participate in the OSU Extension 2012 Annual Conference. This year's conference theme is "Embracing the Past. Building the Future." Proposals may be submitted to present in one of the following formats: half-session, full-session, or poster.

### Description of Presentation Styles

**Half-session** – 35-minute presentations that give a quick overview and teach a specific skill needed by Extension professionals or provide information on a particular program or topic of interest to Extension professionals.

**Full-session** – 75-minute presentations that teach a specific skill needed by Extension professionals or provide information on a particular program or topic of interest to Extension professionals.

**Poster** - Poster Sessions are graphic displays of research or program development and/or program evaluation. NOTE: Presenters will not be required to "man" their poster displays. One table (6-foot) will be provided for each poster submission. Each presenter will be responsible for setting up and removing the display at the scheduled time.

### Submitting Proposals

Submit your proposal using the following link no later than Monday, September 10, 2012. The online proposal submission site will close at 5:00 PM EST on September 10<sup>th</sup>. [http://go.osu.edu/EAC\\_2012RFP](http://go.osu.edu/EAC_2012RFP)

You will NOT be able to save your data during the submission process. Clicking the submit button on the summary page will complete your submission process. Please print the summary page and keep a copy for your records.

You will note there are character limits for some of the requested information. We suggest using a word processor to count your characters and copy and paste your text into the website. **PLEASE USE THE KEYBOARD SHORTCUT (CTRL + V or CMD + V) TO PASTE INTO THE FIELDS WITH CHARACTER LIMITS.** If you do NOT use the keyboard shortcut, the characters may NOT appear to truncate on your screen; HOWEVER, your data WILL be truncated when downloaded for the committee to review. PLEASE PAY ATTENTION TO THE CHARACTER LIMITS AS OUTLINED BELOW!

You will be asked to provide the following information for your proposal:

- Type of Proposal: Half-session, Full-session, or Poster
- Title of Proposal
- Description of presentation / poster including a discussion of why the information to be provided is of need or of interest to Extension professionals (**3000 character limit, including spaces**)
- Learning objectives of the presentation/poster (**1000 character limit, including spaces**)
- Core competency(ies), specialization, and/or area(s) of expertise addressed by the proposal for professional development opportunities (these will be checklists / dropdown on the site)
- Instructional techniques utilized or poster outline/layout. (checklist with “other” option)
- Material provided to attendees, if applicable (checklist with “other” option)
- Description of presentation / poster for conference program (**550 character limit, including spaces**)
- Lead Presenter and Contact Information – Name, Title, Location, Address, Phone, Email
- Co-Presenter(s) and Contact Information – Name, Title, Location, Address, Phone, Email

### **Proposal Review**

Proposals will be reviewed by a committee of Extension professionals who will not have knowledge of your contact information until the selection process is complete. Therefore, accepted presentations and posters will be considered ‘peer-reviewed presentations’ for promotion purposes. Acceptance rates will be announced.

The program sub-committee will review proposals soon after the submission deadline. Selections will be made and presenters notified no later than October 1, 2012.

### **Questions?**

For general questions about the request for proposals, contact the Annual Conference Education Committee co-chairs Michelle Treber ([treber.1@osu.edu](mailto:treber.1@osu.edu)) or Mark Light ([light.42@osu.edu](mailto:light.42@osu.edu)). Please DO NOT tell either Michelle or Mark the title / content of your proposal or it will not be considered a “blind” peer-reviewed process. For technical issues with the online proposal submission site, contact Debby Lewis ([lewis.205@osu.edu](mailto:lewis.205@osu.edu)) or Kim (Bahnsen) Showalter ([showalter.56@osu.edu](mailto:showalter.56@osu.edu)).