



REQUEST FOR PROPOSALS

2013 ANNUAL CONFERENCE
DUE: SEPTEMBER 25


Moving Forward,

Looking Back:
A celebration of history and possibility

WEDNESDAY, DECEMBER 4
OHIO UNION | 1739 N. High Street

Overview

You are invited to attend and participate in the OSU Extension 2013 Annual Conference. To kick off the beginning of the 100th year of the Cooperative Extension system, this year's conference theme is *"Moving Forward, Looking Back: A celebration of history and possibility."* 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 **11:59 p.m. on Wednesday, September 25, 2013**.
http://go.osu.edu/EAC_2013RFP

NEW FOR 2013! When you visit the URL above, you will be directed to a page that will ask you to "register" for the website to submit an RFP by providing your name and email address. Once you provide the registration information, you will be emailed a **unique** URL to submit your proposal. You will be able to submit ONE proposal PER email address. If you create or use a new (non-OSU) email address to submit multiple proposals, please remember to monitor that email thru November as that is where **all** communication will be sent for your submission. If needed, you will be able to make changes to your submission by clicking on YOUR URL (in the email you received after providing registration information) until the CLOSE of the RFP site. You will receive a confirmation email for your completed submission(s). Clicking the submit button on the summary page will complete your submission process.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

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), area(s) of expertise, and / or specialization 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, Phone, Email
- Co-Presenter(s) and Contact Information – Name, Title, 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 11, 2013.

Questions?

For general questions about the request for proposals, contact the Annual Conference Education / Technology sub-committee co-chairs Brian Raison (raison.1@osu.edu) or Jenny Cudd (cudd.4@osu.edu) or the JCEP selection committee co-chairs, Beth Flynn (flynn.61@osu.edu) or Steve Brady (brady.111@osu.edu). Please DO NOT tell any of these individuals the title / content of your proposal or it will not be considered a “blind” peer-reviewed process.

For technical questions or issues with the online proposal submission site, contact Debby Lewis (lewis.205@osu.edu).