

## Presenter Guide

### 2021 NIRSA All Regions Virtual Conference

December 3-9, 2021

Submission link is [here](#)

The All Regions Virtual Conference Planning Committee is inviting proposals for the 2021 virtual conference that reflect innovative ideas and practices in campus recreation throughout North America.

The Virtual Conference will include a Student Lead On (December 3) and conference (December 7-9). Educational sessions will be a mix of live and pre-recorded sessions of varying lengths. Roundtables will also be a focus of this event and will help to connect colleagues across regions and topics. We look forward to seeing your proposals.

### TIMELINE

So that you can plan accordingly, please make note of the overall proposal timeline below:

- Proposals due: August 16
- Proposal accept/decline notifications distributed: early October 2021
- Scheduling notification distributed: late October 2021

### PROPOSAL FORM

Below is the information that will be collected from you in the proposal form.

#### Description

Describe the content of the program and why it is relevant to campus recreation. *How did the idea for this program originate? Why it should be included at this event?* This information is most critical in communicating to reviewers regarding the substance of your session.

#### Program Design

Describe how you plan to organize your program for an effective and impactful learning experience.

#### Diverse Perspectives

How are diverse perspectives being represented in this presentation?

#### Learning Outcomes

Please include 3 learning outcomes below. Learning outcomes should articulate what new knowledge and skills participants will be able to apply as a result of participating your program. *As a result of attending this program, a participant will be able to .....*

#### Short Description (for marketing materials (not to exceed 600 characters-no spaces)

Please draft a short description of your session that will be presented to attendees on the website and on the event app. You will be able to refine this description if your session is accepted.

#### File Upload (optional)

If you want to provide files to support your presentation information above, you may submit that using the file upload feature.

## CORE COMPETENCIES

NIRSA education content is grounded the core competencies of the profession. Your program should be designed to provide attendees with the opportunity to gain knowledge, skills, and experiences that support their growth in [NIRSA's Core Competency areas](#).

*Programming-Philosophy & Theory-Personal & Professional Qualities-Legal Liabilities & Risk Management- Human Resources Management-Facility Management, Planning & Design-Business Management-Research & Evaluation*

## Topics

*If your submission addresses a specific topic such as the ones below, you'll be asked to identify that in your submission as well.*

<i>Aquatics</i>	<i>Intramural Sports/Officiating/Extramurals</i>	<i>Community programs, youth camps, special events</i>
<i>Esports</i>	<i>Outdoor Programs</i>	<i>Marketing</i>
<i>Fitness and Wellness</i>	<i>Sport Clubs</i>	<i>Student &amp; Staff development</i>
<i>Small College/Community College</i>	<i>Equity, Diversity &amp; Inclusion</i>	<i>Technology</i>
	<i>Leadership &amp; Management</i>	<i>Membership Services</i>
	<i>Health &amp; Wellbeing</i>	
	<i>Higher Education Issues &amp; Trends</i>	

## COMPETENCY LEVELS

To assist attendees with selecting educational sessions that best meet their objectives, please identify a level that best describes your session.

### Foundational

Sessions focus on awareness and provide broad information. This is appropriate for those with limited experience in the subject who are seeking introductory understanding of the topic.

### Practical

Sessions focus on practical application, of ideas. This is appropriate for those with some experience who are seeking to build on, apply, or enhance existing knowledge.

### Strategic

Sessions focus on strategic application and implementation of complex topics. This is appropriate for those who have a substantial amount of prerequisite knowledge and are looking to enhance their expertise.

## LEARNING FORMATS

The schedule supports a variety of learning formats and instructional methods that give attendees more control over setting priorities and choosing the right content, materials, and methods that match their learning styles and objectives.

### **General Education Sessions**

These sessions feature engaging lectures, and interactive learning experiences facilitated by up to 3 presenters.

#### **Panel discussion**

A panel discussion is facilitated by a moderator who guides the panel and the audience through a conversation about a specific topic. This isn't just a Q&A session. In the submission, it is expected that the submitter provides information about how the panel will be framed---including topic areas and questions. The panelists are a group of people typically 3-4 experts or practitioners in the field, who share facts, offer opinions, and responds to audience questions either through questions curated by the moderator or taken from the audience directly.

It is preferred that panelists are confirmed at the time of the submission, and that information is provided with your submission. However, if that cannot be accommodated, if your submission is accepted, you will be offered conditional acceptance, with a confirmed acceptance once you submit the names of your panelists.

If you are submitting a panel proposal, it is expected that you will be coordinating the panel. This should not just be a panel idea.

#### **Roundtable discussion**

A roundtable discussion offers the opportunity to explore a specific topic.

## **Duration and Presentation Format**

Session length and presentation formats are options on the form. Presenters will have the option to choose whether to present their session:

#### **Live**

There is no pre-recording. You will be scheduled to show up in real time at the time of your session. This opportunity is available for a limited # of session slots.

#### **Pre-Recorded**

These sessions are pre-recorded, but scheduled at a specific date and time in the virtual conference schedule. Presenters will have the option to be available and take questions and chat with attendees in real-time using the chat feature.

#### **No Preference**

Presenters who choose this option will provide the content planning team with the most flexibility in developing the conference schedule.

## **Regional Content**

The All Regions Virtual Conference is supporting all of the regions in their delivery of educational content to students and professionals. Some sessions may have content that is specific to a region and can be noted as such. These sessions will be highlighted in the program as having content that is geared toward Region XX, so attendees in that region or interested in that regional content can choose to attend.

## **FINAL PROPOSAL REVIEW AND SELECTION CRITERIA**

NIRSA combines the input of peers, volunteer conference program committee members, and professional staff to ensure members of NIRSA have significant input in the creation of the 2021 All Regions Virtual Conference educational program.

### **Peer Reviewers**

NIRSA recruits reviewers from the NIRSA membership. NIRSA members are selected as peer reviewers, anonymously rating proposals within their area(s) of expertise. Diverse peer input is very important in terms of shaping the overall conference educational program.

### Final Selection

To ensure that program content is timely, relevant, and optimally targeting our attendees' needs, the a selection team comprised of NIRSA members and NIRSA Headquarters staff will review feedback from the peer review process to determine final selections, identifies gaps, if any, which are addressed though additional content development strategies. The overall program will result in a diverse array of presenters and perspectives.

### Relevance to Competency Level

0-Very Poor	1-Poor	2-Fair	3-Good	4-Very Good	5-Excellent
proposal <b>definitely does not</b> demonstrate concepts that are appropriate for its intended audience.	proposal <b>does not clearly</b> demonstrate concepts that are appropriate for the intended audience.	proposal <b>somewhat</b> demonstrates concepts that are appropriate for the intended audience.	proposal <b>mostly</b> demonstrates concepts that are appropriate for the intended audience.	proposal <b>clearly</b> demonstrates concepts that are appropriate for the intended audience.	proposal <b>very clearly</b> demonstrates concepts that are appropriate for the intended audience.

### Relevance to Topic Area

0-Very Poor	1-Poor	2-Fair	3-Good	4-Very Good	5-Excellent
proposal demonstrates zero connection to or alignment with the selected topic areas.	proposal demonstrates minimal connection to or alignment with the selected topic areas.	proposal demonstrates some connection to or alignment with the selected topic areas but may be better suited for a different area.	proposal demonstrates an acceptable connection to or alignment with the selected topic areas.	proposal demonstrates a clear connection to or alignment with the selected topic areas.	proposal demonstrates a clear connection to or alignment with the selected topic areas.

### Program Design

0-Very Poor	1-Poor	2-Fair	3-Good	4-Very Good	5-Excellent
proposal has <b>zero</b> details regarding the organization, format, and delivery of the content.	proposal has <b>few and/or unclear</b> details regarding the organization, format, and delivery of the content.  Panel: The discussion questions are <b>unclear or unlikely</b> to produce insightful and informative discussion among the panelists.	proposal has a <b>somewhat or organized</b> approach and articulates a <b>small</b> amount of innovative and/or interactive content delivery methods for the target audience.  Panel: The discussion questions will <b>possibly</b> produce insightful and informative discussion among the panelists.	proposal has an <b>organized</b> approach and articulates a <b>moderate</b> amount of innovative and/or interactive content delivery methods for the target audience.  Panel: The discussion questions will <b>probably</b> produce insightful and informative discussion among the panelists.	proposal has a <b>very organized</b> approach and articulates a <b>moderate</b> amount of innovative and/or interactive content delivery methods for the target audience.  Panel: The discussion questions are <b>likely</b> to produce insightful and informative discussion among the panelists.	proposal has a <b>very organized</b> approach and articulates a <b>high</b> amount of innovative and/or interactive content delivery methods for the target audience.  Panel: The discussion questions are <b>very likely</b> to produce insightful and informative discussion among the panelists.

### Ability to Inspire Growth or Action

0-Very Poor	1-Poor	2-Fair	3-Good	4-Very Good	5-Excellent
proposal will <b>definitely not</b> promote learning or action among attendees.	proposal will <b>probably not</b> promote learning or action among attendees.	proposal will <b>possibly</b> promote learning or action among attendees.	proposal will <b>probably</b> promote learning or action among attendees.	proposal will <b>very probably</b> promote learning or action among attendees.	The proposal will <b>definitely</b> promote learning or action among attendees. .

### Overall Quality

0-Very Poor	1-Poor	2-Fair	3-Good	4-Very Good	5-Excellent
proposal is <b>not acceptable</b> to present at the event.	proposal is of <b>low quality</b> and is <b>not recommended</b> for inclusion in the event.	proposal has <b>potential</b> . <b>Modifications</b> would be needed for the proposal to be <b>considered</b> for the event.	proposal should result in a <b>good</b> program. It should be <b>considered</b> for inclusion in the event.	proposal will be a <b>very good</b> program. I <b>recommend</b> it for inclusion in the event.	proposal will be a <b>very good</b> program. I <b>recommend</b> it for inclusion in the event.

## PROPOSAL SUBMISSION INFORMATION

The 2021 NIRSA All Regions Virtual Conference anticipates numerous presentation proposal submittals. Please understand that it is a difficult and highly selective process. It is recommended that you complete the submission information carefully and completely to ensure your proposal is the best it can be.

Your willingness to share your expertise is critical to achieving our goal in providing the best professional development offerings and resources so that campus recreation and wellbeing professionals can inspire healthy people and healthy communities worldwide!

Presenters at NIRSA professional development events can include collegiate recreation and higher education practitioners, researchers, faculty, students, corporate partners, and guests from outside the industry who have a desire to contribute new knowledge, lessons learned, and highlight emerging trends within the field of collegiate recreation.

### Why present for NIRSA?

- You'll have the opportunity to design and facilitate transformative learning opportunities for the collegiate recreation community.
- You'll connect and network with recreation professionals!
- You can bolster your experience and résumé with a contribution that's respected across the industry.
- You will be featured in event marketing materials.

### NIRSA Membership

It is preferred that lead presenters and co-presenters hold current NIRSA membership (professional, life professional, emeritus, student, or associate).

### Disclosure of Business Interest

NIRSA prohibits selling from the podium at educational events. Educational sessions may not be used for the promotion or sale of a product or service. If you hold a proprietary interest in a product, instrument, device, service, or in any material discussed during your session, you must disclose this in your proposal and, if accepted, to the audience at the beginning of your presentation.

### Conference Registration Requirement

All confirmed lead presenters and co-presenters for the All Regions Virtual Conference must register for the conference by the early bird deadline.

## PRESENTER EXPECTATIONS

### Mission, Vision, and Strategic Values

We expect presenters to familiarize themselves with the Association's mission, vision, values, and strategic plan since doing so will help you better understand the organization and our audience.

## Commitment to Inclusive Excellence

We also expect presenters to help us create a safe-and-harassment-free learning environment. The Association is strongly committed to the principles of equity, diversity, and inclusion for all members, attendees, speakers, exhibitors, staff, and volunteers. NIRSA events are inclusive of diverse social identities including gender, sexual orientation, gender identity or expression, age, disability, physical appearance, race, ethnicity, socioeconomic status, religion, and all other represented identities as well as the intersection of these identities. View NIRSA's Statement for Equity, Diversity, and Inclusion for more information.

## PRESENTER EXPECTATIONS

1. Submissions should be complete and clearly written. Proposals that are incomplete or list "to be determined (TBD)" will not be reviewed.
2. Content should be current and practical in the recreation field.
3. Submissions should demonstrate a program that is innovative, informative, and interactive.
4. Submissions should be designed to support growth in NIRSA's Core Competency framework.
5. Submissions need to state clear learning outcomes that inspire learners to take action. Include action and measurable verbs in learning outcomes statements.
6. Submissions should be educational in nature, neutral, unbiased, and free of commercial motives.
7. Preferred submissions will include presenters representing diverse cultures, backgrounds, viewpoints, institutions, and regions.
8. Presenters should have subject matter knowledge and experience facilitating learning experiences and/or speaking to groups.
9. Proposals should provide engaging plans for delivery, utilizing best practices in adult learning theory in their outline.
10. All accepted presenters must adhere to published deadlines. All proposals must be submitted using the online form, no exceptions.
11. Plan your submission in advance. We suggest that you first collect your thoughts for your proposal before going to the online form.
12. The primary point of contact is the person submitting the proposal. NIRSA will communicate with the point of contact for all communications.
13. If accepted, presenters are required to present the program that was submitted. The Program Committee will be happy to work with you on slight modifications and refinement of your program if needed, but it is expected and is very important to attendees that the session description being communicated to attendees in the final conference program materials represents the actual presentation that will be delivered.
14. All accepted presenters must observe intellectual property rights, and written documents of ownership or permission must be provided upon request. All information, illustrations, images, related materials or visual aids shall be factual and not be misleading.