

Use this for:
Pre- and Post-
Conference Workshops



CALL FOR PROPOSALS AORE Annual Conference November 1-3, 2017 | Roanoke, VA

Submission deadline: March 31, 2017 at midnight, EST

Be a part of the 2017 AORE Annual Conference!

The AORE Annual Conference has been delivering exceptional education, sparking innovation, and creating unique learning and quality networking opportunities for over three decades. And now, as we plan for the 31st year of the conference at the Hotel Roanoke and Conference Center, we aim to raise the bar again—with your help. The content is centered around creating an inclusive community using outdoor recreation and adventure education.

The AORE Presenter Relations Committee is seeking pre- and post-conference workshop proposals that showcase the best thinking in the field, informed by theory, research, and practice. We invite proposals that:

- Put the emphasis on participants acquiring skills
- Reflect innovation and cutting edge content
- Stimulate and provoke discussion and audience engagement
- Introduce radical innovations, disruptive trends and provide entirely new approaches to problem solving
- Provide diverse approaches for different types of learners
- Use multimedia approaches to enhance attendee learning

Plan Your Submission

We suggest that you first collect your thoughts for your proposal before going to the online form. Session and workshop proposals require clear and concise titles, succinct and persuasive descriptions, and well-thought-out learning objectives/takeaways.

- Your title should capture, in 12 words or less, who your session is for and the topic that will be covered.
- Your description should, in 150 words or less, build on your title, focus on takeaways, and be as persuasive and concise as possible.
- Your learning objectives/takeaways should put the emphasis on participants acquiring skills, rather than simply receiving knowledge.

Workshop Provider Responsibilities

- All presenters must register for the conference using the [early rates](#).
 - Pre- and post-conference providers are not required to attend the conference and are therefore not required to register for the conference.
- All presenters and providers are responsible for their own travel costs.
- All presenters and providers must meet all posted dates and deadlines.
- All presenters and providers must accept AORE's Presenter and Provider Agreement for all terms and conditions.

Submission Process

Submit your proposal by **Friday, March 31 at midnight, EST**. You will receive an automatic confirmation of your submission. Keep this confirmation in your files. Each submission will be reviewed by a team of volunteers and staff.

You will be notified in early June on the status of your submission.

Through a competitive selection process, we encourage innovative and creative presentations that are relevant and useful to the development of outdoor professionals and students. In an effort to increase the quality of the educational content presented at AORE, we encourage and will grade proposals based on the need for:

1. Every presentation to address a bit of theory, data, research, metrics, etc. in order to provide background to support their presentation.
2. Every presentation to address strategies, tactics, and success stories, etc. to help others implement and apply to their own programs.
3. Presentations to allow participants the opportunity to reflect, think, practice, and create action plans, etc. to bridge to their own programs/situations.

AORE will convene a diverse group who will assist in the final program design. To ensure that program content is timely, relevant, and optimally targeting our attendees' needs, the group will select from the submissions received during the Call for Proposals and identify gaps, if any, which AORE staff will address through additional content development strategies.

We receive many excellent proposal submissions for the AORE Annual Conference, so please understand that it is a difficult and highly selective process. As such, quality rather than quantity is always best when submitting proposals. We much prefer to receive your best ideas rather than every idea you might have, so send us just the ones you think would make the strongest sessions.

The overall program will result in a diverse array of presenters and perspectives.

Acceptance notifications will be sent in early June. Upon acceptance, AORE might modify the session title and description to fit our marketing style and format guidelines for the purpose of the brochure, website, and onsite guide. You will have the opportunity to approve or edit if needed.

IMPORTANT!

We suggest that you first collect your thoughts for your proposal before going to the online form. Once you have your ideas together, please submit your proposal at this link:

<https://form.jotform.com/nationaloffice/2017AOREproposals>

More Information

Should you have questions, please contact the AORE National Office at 810.299.2782 or nationaloffice@aore.org.

Presenter and Proposal Details (Please complete online proposal form)

What type of presentation are you applying for?

- Main Conference Session (75 minute general education session featured all 3 days of the conference)
- The Summit Series (by invite only, 75 minute sessions for the mid-level and seasoned professional)
- Research Symposium (15 minute sessions & poster sessions about research, theoretical and applied)
- Pre- and Post-Conference Workshops (educational and social workshops featured before and after the 3 day conference)
- Mini Break-out Session (30 minute general education sessions)
- Student & Career Center Sessions (by invite only, 75 minute sessions geared toward the advancement of students and/or job seekers featured in the Student and Career Center)
- Activity Based Sessions (activities at or near the conference center during the conference)

General Contact Information

Name, Email, Address, etc.

What is your AORE Membership status?

- Professional
- Vendor
- Student
- Organization
- Associate
- Non-Member

How many years of professional experience do you have?

- | | |
|-------------------------------|--------------------------------|
| <input type="checkbox"/> 0 | <input type="checkbox"/> 11-15 |
| <input type="checkbox"/> 1-2 | <input type="checkbox"/> 16-20 |
| <input type="checkbox"/> 3-5 | <input type="checkbox"/> 21-25 |
| <input type="checkbox"/> 6-10 | <input type="checkbox"/> 25+ |

Please list your educational & industry credentials and other noteworthy achievements.

Is there a Co-Presenter?

If so, please provide their contact info, professional info, membership status and educational & industry credentials.

Presentation/Workshop Title

Keep it short and succinct. Do not exceed 12 words.

Presentation/Workshop description

NOTE: Please do not include speaker names anywhere in the session description. Please share the overall focus and goal of the session, including key points and supporting topics. Your description should build on your title and should attempt to persuade your target audience of the value of participation. If selected, the description will be modified and used in the marketing brochure and website.

Outline (agenda)

What is the format of the session? Does the format include activities, lecture, roundtable, experiential components, question/answer, etc.? All session types are welcome. Please share specifically how your session will flow.

What are 3 Learning Outcomes of the session?

Objectives set the direction of the session and keep the presentation or training focused. To help bring the content to life and make it actionable, please clearly define how your session will support attendees in implementing and applying their learnings. Put the emphasis on participants acquiring skills, rather than simply receiving knowledge. For help writing objectives/takeaways try combining a skill that participants need to know how to do then what they need to know in order to do that. For example, you can complete the stem "Participants will be able to..." Such as "Participants will be able to improve their recruiting strategies

by using content marketing effectively". For more help on writing learning outcomes see:
<http://www.gavilan.edu/research/spd/Writing-Measurable-Learning-Outcomes.pdf>

Learning Outcome #1

Learning Outcome #2

Learning Outcome #3

Does this workshop have a diversity, equity and inclusion (DEI) component? Yes / No

Does your workshop provide tangibles / tools to help others impact change in the DEI realm? Yes / No

Please note: Successful DEI presentations should not only highlight the need for change, but should also include strategies for inspiring change or an analysis of programming intended to create change. Please contact the DEI Committee co-chairs Abby Rowe (abbymrowe@gmail.com) or Katie Hecker (katie.hecker076@wku.edu) if you have questions regarding the action-oriented nature of your presentation.

Presenter's experience with topic

Please address your professional experience and expertise with the presentation/workshop topic. Do not exceed 300 words.

Presenter's Biography

Please provide a brief bio about yourself that would appear on the website/app if selected.

Upload a picture of the presenter for possible inclusion in conference material

For attendees to determine if your session is a good fit for their educational needs, please select the topics your presentation / workshop is most applicable to (select all that apply)

- Management and Administration
- Risk Management and/or Wilderness Medicine
- Social Justice (Diversity, Equity, Environmental Stewardship and/or Sustainability)
- Programming
- Career Development (including Student Development)
- Technical skills – Climbing Wall
- Technical skills – Challenge Course

Is your presentation/workshop research based? Yes / No

What segment of industry will benefit the most from your presentation/workshop? (select all that apply)

- College/university/junior college (e.g., outdoor recreation programs, academics and administration)
- Communities/municipalities (e.g., parks, recreation and conservation programs)
- Military (e.g., on- and off-base morale, welfare and recreation programs)
- Other not-for-profit programs (e.g., non-governmental organizations and public land agencies)
- Manufacturers and service providers (e.g., certifications, trainings and equipment)
- Students (graduate and undergraduate)

Workshop type

- Classroom based educational
- Non-classroom based
- Training/certification such as WFR
- Social

Is this workshop a Wilderness Medicine or Rock Climbing related certification training? Yes / No

Does your organization offer reciprocity to other major providers of this certification? Yes / No

Is the curriculum for the workshop in compliance with published standard operating procedures or industry standards? Yes / No

List any participant prerequisites needed.

How many times in the past 5 years have you or your organization offered a presentation/workshop at AORE?

Would you be willing to co-present with another professional with a similar proposal? Yes / No

→Note on Audio Visual for Presenter Rooms: All the rooms being used for breakout sessions come with a projector, screen, audio plug-in and VGA (Mac users please bring your own dongle/adaptor). **There is NO wireless internet provided. There are NO whiteboards in the rooms. There will be NO laptops provided.**

What A/V resources and materials are you bringing to the conference?

Do you have any other A/V needs?

It is assumed that your presentation will be inside a conference center room with lecture style chair set-up. If you need something different, let us know.

What is the preferred date of your workshop?

None will be allowed November 1, 2 or 3.

Is this workshop being offered on-site or off-site?

If off-site, where?

What is the minimum number of participants for this to be a GO?

What is the maximum number of participants?

What is the price of the workshop?

Please note as per the provider agreement, workshop providers agree to return 30% of gross proceeds to the AORE.

How do you plan to co-market this workshop?

Is your workshop adventure based? Yes / No

If adventure based, are you able to provide evidence of adequate liability insurance coverage listing AORE as additional insured?

As a provider would you be willing to donate all or part of the 70% split of the proceeds from your workshop back to AORE? Yes / No

If so, what percentage?

Please upload a budget for your proposal that includes a figure for 30% of gross workshop proceeds returning to AORE.

UPLOAD LINK

Do you have any other comments or concerns to share with the selection committee?

All presenters are required to abide by the following guidelines:

- 1. You must provide an information sheet for all course participants about the workshop which includes: Workshop dates and times, basic workshop information, pre-requisite knowledge, gear list, workshop learning outcomes, details on transportation if applicable, and any other necessary information**
- 2. You must provide proof of liability insurance for adventure based workshops listing AORE as additional insured.**
- 3. You must return a signed copy of the Workshop Provider Agreement within 30 days of being selected as a workshop provider**

4. All presenters will demonstrate high standards of professional conduct and will not discriminate against participants on the basis of gender, age, socioeconomic or ethnic background, sexual orientation, or disability.
5. As the Workshop Coordinator, I verify that I have communicated with all other presenters. By Signing below, we acknowledge that, if accepted, our workshop will adhere to the requirements listed above.

Invitation to Self-Identify

In principle and in practice, AORE values and seeks diversity and inclusive practices within the outdoor recreation and education industry. As such, the following demographic questions are designed for you to self-identify and will be used for statistical reporting **without** attribution to individuals. ***If you prefer not to disclose this information, simply select Unspecified.***

Age

- | | |
|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 55 – 64 |
| <input type="checkbox"/> 25 – 34 | <input type="checkbox"/> 65 – 74 |
| <input type="checkbox"/> 35 – 44 | <input type="checkbox"/> 75+ |
| <input type="checkbox"/> 45 – 54 | <input type="checkbox"/> Unspecified |

Gender

- | | |
|--|---|
| <input type="checkbox"/> Gender non-confirming or Genderqueer | <input type="checkbox"/> My gender identity is not listed here |
| <input type="checkbox"/> Intersex | <input type="checkbox"/> I do not identify with one of these identities above |
| <input type="checkbox"/> Man or Male or Masculine | <input type="checkbox"/> Unspecified |
| <input type="checkbox"/> Woman or Female or Feminine | |
| <input type="checkbox"/> Transgender Man or Male or Masculine | |
| <input type="checkbox"/> Transgender Woman or Female or Feminine | |

Race/Ethnicity

- | | |
|--|--|
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> White/Caucasian |
| <input type="checkbox"/> American Indian/Native American | <input type="checkbox"/> Self-identification:
_____ |
| <input type="checkbox"/> Asian | |
| <input type="checkbox"/> Hispanic/Latino/Latina | <input type="checkbox"/> Unspecified |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | |

Sexual Orientation

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Unspecified