



**SERVE OHIO**  
Ohio Commission on Service and Volunteerism

**2012 Annual Ohio Conference on Service and Volunteerism  
Request for Proposal Guidelines - Presenter  
DEADLINE: MAY 31, 2012, 11:00 PM eastern time  
EMAIL TO: [nadine.wise@serveohio.gov](mailto:nadine.wise@serveohio.gov)**

The 2012 Annual Ohio Conference on Service and Volunteerism Planning Committee is seeking proposals for presentations at the 2012 Ohio Conference on Service and Volunteerism, located in **Columbus Ohio at the Ohio Union at The Ohio State University**.

**CONFERENCE PURPOSE:**

To create opportunities for inspiration, connection, and building 21<sup>st</sup> century skill sets that support the continued evolution and impact of Ohio's service and volunteerism professions.

Specifically, the Planning Committee is seeking a diversity of proposals that will be informative and relevant, encourage opportunities for learner engagement, and/or demonstrate application to the work of participants. Our ultimate goal is to select proposals that:

- Contain new ideas, and are on the cutting edge;
- Stimulate and provoke discussion; and
- Have diverse and experienced presenters (with varying level of experience and from different institutions/groups/organizations).

**PLEASE NOTE:** *The emphasis for the 2012 Conference is on sessions that focus on innovation and contemporary ideas and practices. Please submit session ideas that help us to support our purpose of "building 21<sup>st</sup> century skill sets."*

For more information on submitting an effective and high quality session proposal, please see our "Guide to Effective Proposal Submissions".

**CONFERENCE OUTCOMES:**

1. Learn contemporary ideas and practices;
2. Gain skills that enhance professional development; and
3. Initiate and expand professional networks that will continue beyond the conference to energize self and expand program impact

**PRIORITIZED SESSION TOPIC AREAS:**

The 2012 Annual Ohio Conference on Service and Volunteerism Planning Committee (made up of representatives from all of the various stakeholders that come to this conference) identifies the following topic areas as "important and urgent" for which we are requesting beginner and advanced levels sessions:

- Resource/Fund Development;
- Volunteer Management;
- Project/Program Management;
- Advocacy;
- Technology/Social Media;
- Corporate/Employee Volunteer Engagement;

- Leadership/Personal Management.

Proposals that address additional topics *may be* considered; however, during the selection process, priority will be given to proposals that address the above list of topics.

### **WHAT ARE THE SESSION FORMATS?**

The session formats will include the following options:

- 60-minute Round-Robin Sessions
- 60-minute Presentation Sessions
- 120-minute Presentation Sessions

#### **A. 60-MINUTE ROUND-ROBIN SESSION**

*How will this session work?*

- The overall topic and sub-topics should be an appropriate match for a 60-minute session.
- Multiple round-robin tables will be set up in one large room with each table having one sub-topic.
- Participants will move to no less than 3 tables.
- Overall, this type of format allows for a high level of dialogue on a specific practice and learning among all types of participants in a short period of time.

#### **B. 60 or 120-MINUTE PRESENTATION SESSION**

*Who should submit a proposal for this session?*

More experienced presenters who are comfortable with and skilled at working with up to 50 participants should submit a proposal for a 60 or 120-minute presentation session. Presentation sessions should 1) present information and 2) build specific skills and/or knowledge by giving the participants an opportunity to practice or dialogue about the concepts presented.

*How will this session work?*

- Presentation sessions will be held in breakout rooms, seating up to 50 people in each room.
- Each workshop is one session dedicated to one topic for 60 or 120 minutes.
- The topic should be an appropriate match for a 60 or 120-minute session.

*What will presenters need to do?*

- Presenters will provide training to approximately 30-50 participants.
- Presenters may repeat the same 60 or 120-minute session during another time block.
- Presenters must include a hands-on component for participants to practice what they are learning in some interactive way: individual, small or large group activities or discussion, games, reflection, or workshops.
- Presenters will have 60 or 120 minutes to carry out the workshop.
- Presenters may use high tech audio/visual equipment.

### **HOW DO I SUBMIT A PROPOSAL?**

Submit Request for Proposal Forms electronically via email in a Microsoft Word electronic "2012 Annual Ohio Conference on Service and Volunteerism FORM." To obtain a copy of this form, visit [www.serveohio.org](http://www.serveohio.org). If you have questions about the Request for Proposal Form, please contact Nadine Wise, Professional Development and Inclusion Officer at ServeOhio at [nadine.wise@serveohio.gov](mailto:nadine.wise@serveohio.gov) or 614-995-5269.

### **WHAT IS THE SUBMISSION DEADLINE?**

All proposals must be received via email by **Thursday, May 31, 2012 by 11:00 PM Eastern time** to be considered for the 2012 Annual Ohio Conference on Service and Volunteerism.

Again, if you are having trouble with the Proposal Form, please contact Nadine Wise well before the submission deadline

### **HOW WILL PROPOSALS BE SELECTED?**

The Review Committee of the Planning Committee will review and select proposals based on the following criteria:

- Relevance to the conference purpose and outcomes
- Ability to address timely, relevant topics (see topic list)
- Building of participants' skills/knowledge
- Presenter's appreciation/knowledge of topic (content expertise)
- Presenter's training experience, skills, and style
- Topic, content, and methodology and whether it meets the target audience's needs and level of expertise
- Clear outcomes for increasing participants' skills, knowledge, or other resources
- High-quality handouts or other materials

### **ADDITIONAL SELECTION CRITERIA FOR THE 60-MINUTE ROUND-ROBIN SESSION:**

- Presenter's ability to present helpful information about a best practice and facilitate small group discussion and networking.
- How the presenter's best practices can be modified/applied to various programs

### **ADDITIONAL SELECTION CRITERIA FOR THE 60 and 120-MINUTE SESSIONS:**

- Presenter provides new, relevant, and helpful information PLUS provides effective, practical application of the training
- Provides an appropriate mix of information presentation and practical activities
- Methodology addresses various learning styles (auditory, visual, kinesthetic)
- Includes significant hands-on interaction between participants
- Presenter demonstrates mastery of technology or other training aids to be used
- Clear and effective breakdown of presentation (draft agenda)

### **WHEN AND HOW WILL I KNOW IF I HAVE BEEN SELECTED?**

Presenters will be notified via email by Friday, June 29 if their proposals have been selected for the 2012 Conference.

### **IF I AM SELECTED, WHAT ARE THE NEXT STEPS?**

- Presenters will register for the event the same as all other participants.
- Additional information about online registration, travel, lodging reservations, etc. will be provided in July 2012.
- Presenters must be prepared to submit electronic copies of final handouts and other training materials by September 1, 2012.
- Handouts will be copied for each session by the Conference Planners for distribution at the sessions

### **TRAVEL AND LODGING**

Presenters are responsible for their own travel and lodging. More information about the conference site is available on [www.serveohio.org](http://www.serveohio.org).

### **QUESTIONS?**

Please email [Nadine Wise](mailto:nadine.wise@serveohio.gov) at [nadine.wise@serveohio.gov](mailto:nadine.wise@serveohio.gov) or call her directly at 614-995-5269.