



COLORADO OPEN SPACE ALLIANCE

11th Annual Conference

September 13-15, 2010

Doubletree Hotel - Denver North

8773 Yates Drive, Westminster, Colorado

CALL FOR SESSION PRESENTATIONS

Please Follow Directions and Complete Thoroughly

All Proposals Due: WEDNESDAY, MARCH 24, 2010

Designing Your Session Proposal

- **Target a specific audience.** The experience and skills of COSA participants vary tremendously from new volunteer board members to local government staff members with years of experience. *(A significant number of participants seek information at an advanced level. The program committee will take a special look at advanced level sessions that are in a non-lecture format.)*
- **Develop specific learning objectives for the session.** What will participants learn from this session?
- **Determine the format of your session.** Keep in mind that participants at the advanced level learn best through a roundtable discussion format whereas beginner/intermediate audiences prefer a lecture format. **COSA strongly encourages interactive formats** with plenty of opportunity for questions and dialogue from participants. Please indicate a minimum and maximum participant level your session can handle.
- **Indicate which area of the open space field your proposal addresses**, if applicable. For example, Natural Resource management, acquisition, fundraising/grant writing, board development, volunteer coordination, ranger roles and responsibilities, public outreach, environmental education, other.
- **Sessions: Most session formats are 75 minutes. Please specify required time frame in your RFP outline. Multiple sessions are scheduled for Monday afternoon 9/13, Tuesday morning 9/14 and Wednesday morning 9/15.**

Session Selection Criteria

The COSA Steering Committee will review and select session proposals using the following set of criteria:

- Relevance of the topic to *local open space programs and other conservation organizations*.
- Credentials and speaking skills of the presenter(s) involved
- Clarity of learning objectives
- Overall balance of program topics and skill level
- Ability for the audience to interact

Session Coordinator Requirements

- For panel discussions or multiple presenters, communicate all necessary information to all other speakers involved with your session. **COSA will only send information to the Session Coordinator.** You will also be responsible to coordinate and assure all session presenters are registered for the conference adhering to all registration deadlines.
- Submit final session description, speaker biographies, and [audio-visual](#) needs by end of business **WEDNESDAY, MARCH 24, 2010.**
- Register for the COSA conference by **July 15** to receive the early registration discount.

- Handouts must be provided by the speaker in adequate quantities at the time of the session. Presenters may provide handouts following the conference in the form of a PDF for posting on the COSA web site. COSA will contact you with the number of participants signed up for your session at least 2 weeks prior to conference day. Actual numbers may vary from those registered.
- Coordinate and pay for your own travel and lodging.

Workshop Presenters: Note the Fine Print

- Neither honoraria nor travel expenses will be paid to workshop/session presenters. All workshop presenters are required to register and pay* the conference registration fee. *Consideration may be given to non-governmental open space program presenters to waive conference registration in lieu of honoraria.

Important COSA Deadlines

WEDNESDAY, March 24 Complete workshop/session proposals due including presenter(s) bio, topic, outline, summary, and A/V needs.

FRIDAY, March 26 Field Trip Proposals due end of business (see <http://coloradoopenspace.org>)

End of April COSA notifies applicants about the status of their proposals

July 15 Early registration deadline

End of August COSA provides final details including estimated session attendance

August 31 Registration deadline – **Walk-In rate applies on August 31.**

September 13-15, 2010 Conference dates

Submittal Instructions: Following these instructions will save both you and COSA precious time!

1. All proposals are due by close of business on **WEDNESDAY, March 24, 2010.**
2. Preferred method of submission is **electronic.**
3. For inclusion in the review process, your proposal **MUST** include the following information:
 - Contact information** including name, phone, organization, address and email.
 - Title for your session. Interesting titles tend to draw more participants.**
 - Clear, concise description** of the proposed session for use in marketing materials and conference program (**one paragraph/75 word maximum**). Please be sure to accurately describe what you plan to present.
 - Three **learning objectives** that list, in complete sentences using action verbs, lessons that participants will take away from the session. The learning objectives should clearly describe the three major points that will be taught by you/and your co-presenters and should NOT repeat the information in the session description.
Example: Effective Fundraising as a Critical Foundation for leveraging sales tax dollars
 By the end of the session, participants will:
 1. Understand the link between a clear and focused mission statement and the ability to raise money.
 2. Understand the differences between membership strategies, annual giving strategies, and major donor strategies.
 3. Be able to take responsibility for annual budgets.
 - Outline** of the proposed session including time allocations
 - Presenter and/or co-presenter(s) and snapshot of **presentation experience**
 - Brief (one-paragraph/50 word maximum) **biography** of presenter and/or each co-presenter(s) for use in on-site conference program
 - Details of **audio/visual** needs: PowerPoint (version), slide or overhead projector, flip charts with easel, white boards, playback unit (audio cassette, CD, VHS, DVD)

PC formatted laptop computers/projectors will be provided in the session rooms. PowerPoint presentations must be loaded using a flash/jump drive stick with appropriate associated software. Presenter will be required to provide own equipment for Mac-based presentations.

- Will you be providing handouts? Will you provide handouts as a PDF for the COSA website?

Submit proposals by one of the following methods, listed in order of preference.

- a. by e-mail in a Word document (Word 97 or below) or PDF file with the subject line "COSA Session Proposal" to trock@jeffco.us
- b. by fax with the subject line "COSA Session Proposal" to attention of Thea Rock, 303-271-5955.
- c. By mail. If you choose to submit your proposal via mail, please keep in mind that it must be received by close of business on **Wednesday, March 24, 2010**. Proposals should be mailed to:

COSA Session Proposal
Attn: Thea Rock
700 Jefferson County Parkway, Suite 100
Golden, CO 80401

4. COSA will contact you by the end of April to notify you whether or not your proposal has been selected. **Please note that the program committee may request a session proposal be modified, renamed or reconfigured.**

Questions? If you have any questions, please contact Thea Rock at 303-271-5902; trock@jeffco.us