



2018 Convention: Sample Session Proposal Form

To prepare for completing the required [online submission form](#), use this sample form to gather proposal details and complete contact information for each presenter/co-presenter in advance.

If you have questions about submitting a proposal or would like to discuss a potential idea or use of a special format before submitting, please contact the Public Lands Alliance Education and Training Manager Chuck Benjamin at chuck@publiclandsalliance.org.

* Designates required fields.

1. Session Title *	
2. Session Format * <i>Greater priority will be given to proposal formats that incorporate audience engagement and interactivity.</i>	<input type="checkbox"/> Workshop <input type="checkbox"/> Round Robin <input type="checkbox"/> Educational Game <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Case Study / Peer Learning <input type="checkbox"/> Traditional Listen and Learn <input type="checkbox"/> Knowledge Cafe <input type="checkbox"/> Other _____
3. Session Length * <i>All sessions should include at least 10 minutes for Q&A as part of the presentation.</i>	<input type="checkbox"/> 60 minutes <input type="checkbox"/> 75 minutes <input type="checkbox"/> 120 minutes (Deep Dive)
4. Session Overview / Description * <i>Provide a brief description of your session program. If selected, this description will be modified and used in the convention program and website – please write a clear, informative and enticing description. (Limit 75 words)</i>	

5. How does your session respond to contemporary opportunities and challenges in public lands – such as leverage, connection, leadership or other areas important in public lands today and in the coming years *

6. How do you plan to make your session interactive? Be creative and please be as specific as possible. *

Think about how you will engage participants and allow them to learn not only from you and your co-presenters, but from one another (beyond just Q&A). Examples might include polling, table discussions, role-playing, games, etc...

7. How does your session further the conversation of effective public lands partnerships, as outlined in PLA's [Best Practices: Establishing a Partnership Model for America's Public Lands](#). *

- a. *Develop a Shared Vision, Driven by Mission*
- b. *Value Integration and Communication*
- c. *Good Relationships and Fair Process Drive Partnership Tools*
- d. *Share and Celebrate Successes*

8. Session Topic(s): Identify the topic(s) that most relate to your proposed session in order of relevancy (1 being primary, 2 being secondary, etc...). At least one topic is required and a maximum of three are allowed. If your session relates to a topic not listed, please select "Other" and then identify your topic.*

___ Program Evaluation and Research
___ Educational Retail Operations
___ Product and Program Development
___ Environmental Education
___ Field Institutes and Residential Learning Centers
___ Sound Financial Practices
___ Nonprofit Management and Operations
___ Advanced Fundraising and Philanthropy

___ Membership Recruitment and Retention
___ Board Development
___ Grassroots Advocacy
___ Environmental Education
___ National and International Tourism
___ Generating and Assessing Economic Impact
___ Marketing and Communications
___ Other: _____

9. Learning Objectives: What are the top two or three takeaways participants will walk away with following your session?*

Takeaway #1:

Takeaway #2:

Takeaway #3:

10. Learning Level*: Considering the audience mix, convention participants' skills, experience and knowledge vary widely. Select the learning level below that corresponds to your session proposal. Priority will be given to APPLIED and STRATEGIC level proposals that require moderate to extensive pre-requisite knowledge.

☐ FOUNDATIONAL: focus on awareness and factual recall; appropriate for those with limited experience of the subject area seeking introductory understanding of the content areas.

☐ APPLIED: focus on understanding and comprehension; appropriate for those with some experience seeking to build on, apply, or enhance existing knowledge using content in practical applications to master concepts.

☐ STRATEGIC: focus on application and implementation of highly technical or detailed topics; appropriate for those with substantial prerequisite knowledge seeking the most up-to-date information to heighten expertise.

11. Target Audience*: Identify the audiences that would benefit the most from your proposal in order of relevancy (1 being primary, 2 being secondary, etc...). At least one topic is required and a maximum of three are allowed. If your session relates to an audience not listed, please select "Other" and then identify your audience.

___ Executive Directors / CEOs

___ Retail Staff

___ Program Staff / Field Practitioners

___ Board Members

___ CFOs / Financial Staff

___ Agency Management

___ Membership / Fundraising Staff

___ Agency Field Staff

___ Communications / Marketing Staff

___ Other: _____

12. Additional Information

Please include any additional information that you think would be relevant to the program committee when reviewing your proposal.

<p>13. Primary Presenter Information: All communication by the Public Lands Alliance staff will be made to this contact. This contact is responsible for sharing “Content and Presentation Requirements” with additional presenters, if applicable.</p>	
Name *	
Organization *	
Job Title *	
Email Address *	
Mailing Address *	
Phone Number *	
<p>Have you presented before? *</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes, please list the two most recent conferences at which you presented and, if applicable, the titles of your presentations.</i></p>
<p>14. Additional Presenter(s) Information</p> <p><i>Please include the name, title, organization and contact information of any additional presenters involved with this session.</i></p>	