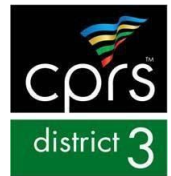# Call for Educational Sessions
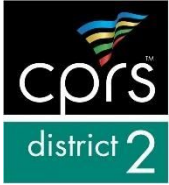# CPRS Region 1 - Virtual C.A.R.E. Conference

November 16-20th, 2019, 8am – 3pm
Hosted on Zoom
**Session Proposal Deadline: October 16, 2020**

**Session Proposal Instruction Sheet**

The Virtual C.A.R.E. Conference (formally known as Fall Forum) is the premier biannual Region 1 (District 1, 2 & 3) training for recreation and operations professionals. It's also a 2015 & 2017 CPRS Award of Excellence winner! This year's event will be held via Zoom with an estimated 300 attendees.

The Virtual C.A.R.E. Conference is an excellent opportunity to learn, network and get inspired by your peers.  It's also an excellent opportunity for professionals to share their knowledge with their peers. You are invited to apply as a trainer for our professional development program. You and your organization have experience and expertise of interest to other professionals.

**Submission Deadline:**
Completed session proposals must be received no later than **Friday, October 16, 2020**. Once all session proposals have been reviewed, you will receive notification. If you have questions or would like assistance, please contact: Danny Curtola- (**DCurtola@morpd.com**).

**How to Submit a Session:**
The online session proposal information can be found at:
https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=CCTFEJOB Please submit your proposals online no later than **Friday, October 16, 2020**.  When submitting a session proposal for the Virtual C.A.R.E. Conference please email Danny Curtola at: (**DCurtola@morpd.com**)so we can be on the lookout for your session proposal.

Some basic instructions below - Remember that a phone call to CPRS at 916.665.2777 always helps:

- **Step 1:  Log in! (we recommend that you do not use Chrome)**
  Members - Log in, using your pre-assigned username and password
  Non-members - set-up an account for yourself then go directly to Step 2

- **Step 2:  Decide which Training Track your session falls under**
  **Training Track** descriptions can be read upon selecting the desired track.  You will find the descriptions at the top of each session proposal. Select the track from the **drop down menu** to access the online submission form. Decide on the draft title of your session using *no more than eight words.*

- **Step 3:  Use this form to begin writing your proposal.**  Review the proposal sections; review the checklist and the scoring rubric used by our review teams.  We recommend keeping copies of descriptive text in the paper form, in the event an error occurs with your online submission.  Simply use this page to write your information, then copy and paste into the online form.

- **Step 4:  Fill out the online form and submit.**  Please note, all sections of the form are REQUIRED and you will not be able to submit a partial proposal.  Use  **this form** to collect all the information you need, as well

as begin writing your proposal before submitting the information online. If you have to skip an area, just write TBD and come back to it.

**Please note:** An email is sent back to you when the submission is complete. It has a link that allows you to go back into the proposal and make edits.

**A few more tips:**
- Frame content conversations around desired results, not just solutions
- Write clear, concise learning outcomes
- Develop a complete presentation outline in writing as an attachment
- Complete all sections!
- Keep copies of descriptive text in the event the information is lost!
- Don't have enough content for a full session?  Let us know your topic area and perhaps we can pair you up with two other related topics and speakers to make a full session called a 'Flash Talk'!

*PLEASE NOTE: Speakers will receive a **special thank you gift** for your gracious donation of your time and expertise to CPRS' Professionals.*

**Questions?**

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|---|---|---|
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