

# 2018 NIRSA Recreation Facilities Institute

## Presenter Guide

This guide is intended to provide supplemental information to help presenters plan their proposal and understand the review and selection process. Please refer to the event website for presenter information. That area will describe presenting opportunities and submission deadlines. Most of the information in this guide is geared toward presenters of concurrent sessions and preconference programs.

### ❖ PRESENTATION TITLE

Presenters should make the title of presentation short, specific, and clear. Don't make it overly general; it should be descriptive enough for reviewers and eventually attendees to know what you'll be discussing. Finalize the title *after* you have written the description and program design sections, so it properly reflects the content of your presentation.

INSUFFICIENT: Students Get Lonely [too general]

SUFFICIENT: How Campus Recreation can help prevent dissociation among Commuter Students in a Metropolitan Setting

INSUFFICIENT: Lost in Campus Rec [witty, but unclear what the topic is]

### ❖ PROGRAM DESCRIPTION

Presenters will be asked to tell the reviewers about your proposed program.

- *Why should it be included in this event? How is it valuable to collegiate recreation professionals?*
- *Describe the content of the program and how you plan to organize it for an effective and impactful learning experience.*
- *Presenters are also encouraged to use this space to include an outline of the program. An outline should demonstrate how you plan to organize the content and manage session time.*

### ❖ PROGRAM SHORT SUMMARY

Presenters will be asked to provide a concise description of the program they describe in the above section. This summary will be used in conference marketing materials, along with the title and learning outcomes you list in this submission.

- Don't get it confused with the "program description" section. Imagine the summary was the only part of the program information anyone could access.

- Please write the summary so that it accurately describes what attendees can expect by attending your program. The summary should also be written to entice people to attend.
- The maximum CHARACTER limit in this section is 600. Typically, summaries we receive will average are 200-500 characters.

### ❖ TARGET AUDIENCES

Presenters will be asked to describe their target audience in their description for their presentation. NIRSA has a spectrum of professionals employed in various organizational structures and roles, with various position titles. Position titles across the field don't always consistently reflect similar job duties. Descriptions are intended to be used by conference participants to select educational sessions that meet their needs. The target audience descriptions below are to be used as a general guideline.

Presenters will be asked to identify a maximum of TWO target audiences.

#### **Student**

New Professional Generally, 0-5 years of professional experience. Usually supervises student staff, serve as club advisors. May work in specific 1 or 2 functional areas (i.e.—Club Sports, Aquatics, Intramurals, etc.). Common NIRSA titles that tend to describe professional in this category include: Coordinator, Program Specialist, Assistant Director

#### **Mid-level Manager**

Generally, 5+ years of professional experience. More likely to be in a role where they are supervising student/professional staff. Common NIRSA titles that tend to describe professionals in this category include: Coordinator, Assistant Director, Associate Director

#### **Executive**

Years of experience may vary, but generally 10+ year of professional experience. Usually has oversight of a comprehensive recreation department that includes a diverse portfolio of programs and services. Common NIRSA titles that tend to describe professionals in this category: Associate Director, Senior Director, Executive Director

### ❖ LEARNING OUTCOMES

Attendees want to know what new knowledge and/or skills they can acquire by attending your session. Prospective presenters will be asked to provide learning outcomes. Learning outcomes should show how the learner will be able to use this content back on the job. When designing a program, it's encouraged that presenters ask themselves—  
*What is the purpose of this presentation?*

*What do I want learners to walk away with? It's suggested that you start with the desired outcomes and design a program that supports the outcomes.*

Samples:

*As a result of attending this program, participants will be able to*

- *Identify safety and stewardship standards for campus recreation.*
- *Articulate the principles of leadership, organization, and sportsmanship.*
- *Apply knowledge of theories relevant to student employment.*
- *Construct a rubric for use in employee performance management.*

## **The Review and Selection Process**

You've submitted a proposal.... now what?

NIRSA's Recreation Facilities Institute Program Committee oversees development of educational content. To ensure that program content is timely, relevant, and optimally targeting the conference participants' needs, the program committee, will review proposals and make selections from the submissions received. After an initial selection, if content gaps are identified, the institute Chair and NIRSA HQ staff will address those gaps through additional strategies.

This is both a difficult and highly selective process. The program committee strives to develop an overall program that will result in a diverse array of presenters and perspectives.

### **Step 1: Program Committee Review Process**

Members of the Program Committee conduct an additional review of all proposals.

### **Step 2: Round 1 Selection Process**

Once accepted, proposals are slotted (scheduled), a review of the schedule is completed. During this process, the need for additional sessions is determined. If additional space is available for more sessions to be accepted, a "Round 2" selection may take place. Proposals that were identified as "alternates" by the Program Committee in their review process will be selected for inclusion into the conference schedule.

## **Reminders for a Successful Proposal**

1. Proposals that are complete and clear of the proposal. Incomplete, and proposals that list "TBD" will not be reviewed.
2. Proposals that are designed to support growth in NIRSA's Core Competency framework are preferred.

3. Proposals with clear learning outcomes, that inspire learners to take action are preferred.
4. Content that is current and practical in the campus recreation field is preferred.
5. Proposals that include presenters representing diverse cultures, backgrounds, viewpoints, institutions and regions are preferred.
6. Presenters who have subject matter knowledge and experience facilitating learning experiences and/or speaking to groups are preferred.
7. Proposals that provide the most engaging plan for delivery, utilizing best practices in adult learning theory in their outline are preferred.
8. Proposals that demonstrate a program that is innovative, informative, and interactive are preferred.
9. If accepted, presenters are **REQUIRED** to present the program that was submitted and accepted. We'll be happy to work with you on slight modifications and refinement of your program if needed, but it is expected (and is very important to attendees) that the program summary being communicated in the SHORT PROGRAM SUMMARY section of your proposal, which will also be included in conference program material, represents the actual presentation that will be delivered.

## Accept/Decline Notifications

Acceptance notifications will be distributed in **Summer 2018**. Upon acceptance, NIRSA may modify the session title and description to fit our marketing style and format guidelines for the printed program, website, and online app. You will have the opportunity to approve/edit if needed

## Submission Instructions & Deadlines

Please visit the event website <https://nirsa.net/nirsa/institutes/2018-nirsa-recreation-facilities-institute/#proposals-topics>

## Membership Requirements

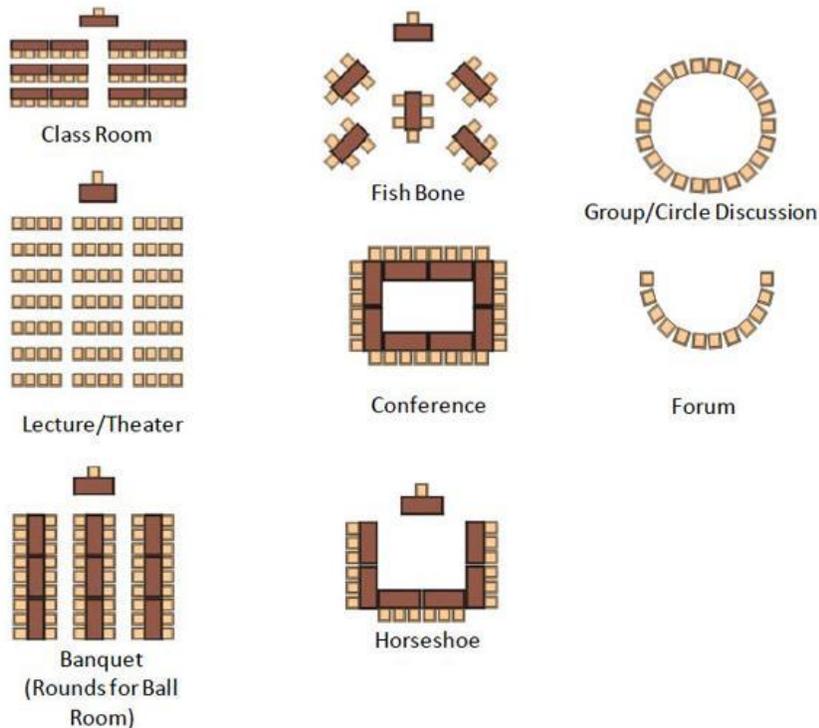
General Information about being a NIRSA presenter, including membership requirements, may be found at the [Presenter Information](#) section of the NIRSA website

## Information and Questions

If you have any questions about the application process or need any form of support, please don't hesitate to contact a member of the Institute Committee or [Education@NIRSA.org](mailto:Education@NIRSA.org) We're happy to help!

# Room Set-Up

Rooms for all concurrent general interest sessions will have the theater style set up. Pre-conference presenters will be asked to provide desired room set up. Options typically available for preconference programs include the following (This will depend on the facility—we'll notify you if your request can or cannot be accommodated):



## Continuing Education Units

### NIRSA CEUS

NIRSA provides conference participants with the opportunity to earn Continuing Education Units (CEUs) at all educational events. CEUs can be used towards admission into or renewal of the Registry of Collegiate Recreational Sports Professionals (RCRSP). To qualify to award CEUs, an educational session must adhere to the following requirements:

- Session must be a minimum of 60 minutes in length.
- Presenter is to ensure session has a relationship to Core Competencies - Each learning event is planned in coordination with one or more of the eight collegiate recreational sports core competencies.
- Presenter is to identify learning outcomes for each educational session or presentation.

- If your session meets CEU requirements, NIRSA will identify your session as CEU-eligible in marketing materials
- Presenters who present CEU eligible sessions may earn CEUS towards Registry renewal.

More information about NIRSA's Registry of Collegiate Recreational Sports Professionals (RCRSP) may be found on [NIRSA's website](#).

### Other CEUs

NIRSA is an approved provider for various fitness credentials including--ACE, ACSM, and AFAA. If your session is accepted, it will be reviewed for CEU values by the appropriate organization and identified as having CEU value in marketing materials.

## **If your program is accepted....**

- Remember to register for the conference!
- Additional reminders and information will be sent to you in the months prior to the event. [Here](#)

## **Event Logos**

You will receive a link for institute branded power point slides. It is recommended, but not a requirement, that presenters use institute-branded materials.

## **Share your presentation materials**

All presenters are strongly encouraged to upload their presentations and supporting materials to the NIRSA 2018 Recreation Facilities Institute Connect Community [Resource Library](#).

Uploading your files to this members-only library will allow attendees to electronically download your session's materials prior to the event and offer future reference opportunities to NIRSA members.

## **Print handouts prior to your session**

If you plan to distribute handouts, presenters are responsible for printing any handouts prior to arriving on site. NIRSA does not offer printing support.

## **Presenter Assistance**

Prior to the event, if you are in need of assistance, please contact NIRSA's Professional Development Coordinator, Nick Zumbrun at [nick.zumbrun@NIRSA.org](mailto:nick.zumbrun@NIRSA.org)/(541) 766-8211.

On site Presenter Assistance--If you have questions related to your session while at the institute, please visit the NIRSA Registration Table.

## Presenter Feedback

NIRSA strives to provide presenters with attendee feedback from your session. Presenters can expect to receive a presenter feedback report 4-6 weeks post event. The feedback collected is dependent on attendees completing a session feedback form on the Guidebook event app. So, please encourage attendees to complete the form at the conclusion of your session.

## Thank You!

On behalf of 2018 NIRSA Recreation Facilities Institute Chairs, Lashica Thomas and Marti Tomlin, and the [Institute Committee](#), thank you for your interest in presenting. Your expertise—and your enthusiasm for sharing it— are what make our institute, Association, and profession truly amazing!

Sincerely,  
Brittany Rejda  
Assistant Director of Professional  
Development NIRSA: Leaders In  
Collegiate Recreation