

# Fitness Forum Proposals

## Form Guide

NIRSA's proposal system is a task-based system. Once in the proposal system, presenters will be guided through a series of tasks, depending on the type of submission. For presenters submitting a proposal for a **fitness forum session**, this guide outlines the tasks, and any applicable character limits.

<b>SUBMISSION FORM TASKS</b>	
	1. <u>Presenter Information</u>
	2. <u>Program Description</u>
	3. <u>OPTIONAL-Presenter Video</u>
	4. <u>OPTIONAL-Additional Materials</u>
	5. <u>Presenter Agreement</u>

## **TASK NAME: Presenter Information**

This task section will include three questions, asking presenters to provide information about their professional experience and education background.

### **1. Qualifications & Experience**

(maximum character count –with spaces =800)

*In the space below please tell us how the presenter qualifies as a knowledgeable, skilled, and current subject matter expert for the content in this program proposal.*

### **2. Education**

(maximum character count-with spaces=500)

*Please list any credentials that support your qualification to present content at this event (ie--higher education degrees, professional credentials, etc.)*

### **3. Program Title**

(maximum character count—with spaces—150)

## **TASK NAME: Program Description**

*This task section will include the following questions.*

### **1. FITNESS EXPERIENCE**

*How many years of fitness experience do you have?*

- Less than 5*
- 6-10*
- 10+*

### **2. Program Description**

(maximum character count—with spaces=1500)

Tell us about your proposed program. Describe this fitness program and how you plan to organize it for an engaging experience. Tell us why this fitness program would be appealing to attendees.

If you have a video or other materials related to this fitness program available, you are also invited to include links to those. This could include a link to a Youtube video, and/or Dropbox or other shared file that contains materials.

### **3. Program Short Summary**

(maximum character count-with spaces=350)

Please provide a summary of your program description. This summary will be used in conference marketing materials. Please write the summary so that it accurately describes the program and encourages attendees to attend! Example: Experience VIPR! This unique tool provides an effective whole-body workout, building muscle and burning calories  
*PLEASE NOTE: NIRSA reserves the right to modify the session title and description to fit our marketing style and format guidelines for the purpose of the program book, website, and app.*

#### **TASK NAME: OPTIONAL-VIDEO UPLOAD**

*This task is OPTIONAL. However, presenters will have to enter the task function and click an “opt out” button if you do not wish to upload a video. This will include an upload field.*

*To gain a better understanding of your presentation style, content, and delivery, presenters are strongly encouraged to upload a short video clip (maximum of 5 minutes) of you presenting on this topic.*

#### **TASK NAME: OPTIONAL-ADDITIONAL MATERIALS**

*This task is OPTIONAL. However, presenters will have to enter the task function and click an “opt out” button if you do not wish to upload files. This will include an upload field.*

*If you have additional materials related to your presentation you wish to share with reviewers. Please do so here (ie-- slide deck, handouts, poster presentation, and/or other materials you believe will help reviewers evaluate your program proposal)*

#### **TASK NAME: PRESENTER AGREEMENT**

*This task section will ask you to read and click “Agree” to indicate you have read and understand the Presenter Agreement below.*

##### **Schedule**

*With the exception of preconference programs, presenters understand that they must be willing to present any day of the event during any time slot.*

##### **Membership Requirements**

*For educational content proposals to be considered, lead presenters and co-presenters must hold current NIRSA membership (professional, life professional, emeritus, student, or associate) at the time the program proposal is submitted through the end of the event and register for the event. To request an exemption to this policy, please visit this website and submit a request form.*

##### **Lead Presenter Responsibility**

*The lead presenter identified in this proposal will serve as primary contact with NIRSA HQ regarding proposal presentation status and any follow-up communication. It is the responsibility of the lead presenter to ensure that*

conference proposal related information is shared to co-presenters. In the event a presenter must withdraw their proposal from this process, the lead presenter must notify NIRSA HQ at [education@nirsa.org](mailto:education@nirsa.org)

### **Intellectual Property Rights**

All contributors to this presentation must have ownership of intellectual property rights for all information set forth in the presentation.

### **NIRSA CEUs**

Presentations selected for the general concurrent education schedule must be a minimum of 60 minutes in length to be eligible for NIRSA CEUs.

### **Fitness Forum Requirements**

Presentations selected must be 45 minutes in length. Presenter must supply and move in/out any necessary equipment during their allotted Fitness Forum time.

### **No selling from the podium**

All presenters will provide in their proposal notice of proprietary interest in products, instruments, devices, services, or materials discussed during the session. All sessions are learning experiences and are non-commercial. Speakers should refrain from using brand names and endorsing specific products. Under no circumstances should a NIRSA podium be used as a place for direct promotion of a speaker's product, service, or monetary self-interest.

### **Photos/Video Use**

NIRSA will use photos and video taken during this event to promote the Association and future events. By submitting this proposal form you grant NIRSA the unrestricted right to use any photos and videos taken during your presentation at its discretion for the purposes outlined above.</p>

### **Volunteer Opportunity**

As a non-profit, educational association, NIRSA does not provide monetary or other compensation for presentations. All registration, travel, lodging, are the presenter's responsibility.

### **NIRSA Provided Resources**

NIRSA will provide the following for presenters:

Presentation space, Projector & screen, House sound (microphone, speakers, 3.5mm audio line out)</li>

Access to conference wifi\*, HDMI connector (to connect the projector to your laptop)

\*Internet –is limited to 512Kbps (fast enough for Prezi, but not streaming video). Although it is offered, NIRSA don't encourage presenters to rely on wi-fi for their presentations. Please download what you need prior to your presentation.

### **NIRSA does NOT provide the following:**

Laptop & any necessary adapters to connect to the projector (please bring your own)

Printing support (if you have handouts to share, please coordinate printing)