North Carolina 4-H Volunteer Leaders' Conference 2022: 4-H Family Reunion, Together Again

Workshop Proposal Guide

Thank you for sharing your time and talent and applying to serve as a 2022 North Carolina 4-H Volunteer Leaders' Conference workshop presenter. As we have learned throughout the past year, there is a place for both face to face and virtual training. This year you will notice an updated workshop proposal system that allows you to select when and how you would like to offer a workshop. Regardless of the format, we want sessions that provide instruction and training that volunteers can quickly implement back home in their clubs and in training and supporting other volunteers. Proposals will be reviewed by a committee considering applicability, development of volunteers, and overall conference needs. Submissions may be selected on a rolling basis meaning some sessions may be confirmed prior to others.

Submitting a Proposal

Proposal submission is online. The deadline to submit a proposal is **October 5th, 2021.** Proposals will be reviewed in the order they are submitted and those proposals which are submitted earliest will be reviewed first.

The proposal link is https://go.ncsu.edu/vlcworkshop and asks for the following information:

- **Workshop Title** - The title should entice participants to attend while providing some information as to the content.
- **Type of Session** -
    - **75 minute face to face workshops -** Rooms will be set up either in rounds or classroom (at the discretion of conference planners) and will be equipped with an LCD projector and internet access. Presenters will need to provide their own computer (if needed) and any computer connections or other supplies.
    - **Lightning Session** - These are 15 minutes mini workshops that can be presented on a variety of topics and will be repeated 4 times. Share something you are working on, something you've done, or something you've learned that might be of interest to others. Share tips or best practices that you've found useful. Attendees will have the opportunity to

rotate through several stations where you can ask questions and or learn more about the topics of their choosing.

- ○ **Prerecorded Sessions -** These 20-30 minutes, prerecorded, and housed in a virtual space. Prerecorded sessions allow attendees to view information over a period of time and learn information in a quick and easy to view format. Prerecorded sessions will be offered to virtual attendees as well as face to face conference attendees for a limited time period.
- **Workshop Description** - This description will be used for the printed program as well as workshop promotion. The description should be no more than 100 words*.* Keep in mind this is what <u>participants</u> will use to select sessions. Please proof your description carefully.
- **Learning Objectives** - Complete this statement: "At the end of this session, the learner…" A strong submission will have two to four goals.
- **Maximum Number of Participants** - This is for the 75 minute workshops *only.* Please list the maximum number of participants you are comfortable teaching in a face to face workshop. Each workshop must be able to accommodate at least 45 participants.
- **Biography-** This is for the 75 minute workshops *only* and is new for 2022. This information will be used in conference promotion as well as introductions at the conference. Include in the biography of the presenter(s) past teaching experiences, connections to 4-H and other fun facts. Write one summary and include all instructors. Please limit this to 300 words.
- **Lead Presenter** - This is the point of contact for the conference team. All correspondence will be sent via email to the lead presenter with the expectation that s/he will share with any other presenters.
- **Lead presenter email** and **cell** - This information is requested as communication methods for the team.
- **4-H County**
- **Role in the program** - Here select as many roles as apply.
- **Additional presenters names**- Please share additional presenter names.