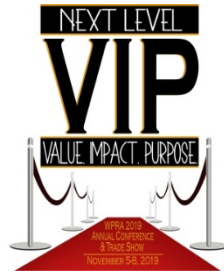




# Wisconsin Park & Recreation Association 2019 Conference Session Proposal

November 5-8, 2019 \* Kalahari Resorts & Conventions \* Wisconsin Dells, WI



## MAIN SPEAKER INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## ADDITIONAL SPEAKERS' INFORMATION (names, title, organization, and email address)

*This information must be received by the WPRAs office by **March 1, 2019.***

## SPEAKER BIO(S) (Please limit to 100 words each)

Has the speaker presented this topic before?  Yes  No

When? \_\_\_\_\_ Where? \_\_\_\_\_

**AVAILABILITY**  Tuesday  Wednesday  Thursday  Friday

## FINANCIAL

The following lists all agreed WPRAs obligations. Any additional expenses and material handouts will be the responsibility of the speaker (Please note per our 501(c)6 organizational requirements that only Non-Members of WPRAs qualify for any type of reimbursement, meals, mileage, etc).

HONORARIUM\_(If applicable) \$ \_\_\_\_\_

### SPEAKER EXPENSES

1.	Transportation	
	a. Car: _____ miles at \$ .58 per mile	\$ _____
	b. Air Fare (coach): (receipts required)	\$ _____
	c. Flat transportation stipend	\$ _____
2.	Single sleeping room – reserved by WPRAs (on Master Bill)	\$ _____
	Indicate Date(s) _____	
3.	Meals	\$ _____

## Room and AV Set-Up

Rooms are set-up with a head table and classroom style seating. All classrooms will be equipped with a screen and wi-fi. Special equipment and set-ups must be approved by WPRA. **You are responsible for bringing your own laptop, LCD projector, and any cord adaptors.**

Please list requests: \_\_\_\_\_

## Presenter Responsibility

- By submitting this form, you acknowledge that:
  - Conference presentations cannot be sales pitches.
  - If chosen, on the day of my presentation, my registration fee will be waived.

## EDUCATION TRACKS (Please check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Administration & Management      | <input type="checkbox"/> Marketing   |
| <input type="checkbox"/> Aquatics                         | <input type="checkbox"/> Operations, Human Resources, Employment           |
| <input type="checkbox"/> Conservation & Natural Resources | <input type="checkbox"/> Park Services and/or Facilities                   |
| <input type="checkbox"/> Marketing/Communications         | <input type="checkbox"/> Executive (governance, boards, fundraising, etc.) |
| <input type="checkbox"/> Environmental Education          | <input type="checkbox"/> Parks Administration                              |
| <input type="checkbox"/> Facility Management              | <input type="checkbox"/> Parks & Outdoor Maintenance                       |
| <input type="checkbox"/> Fiscal Administration            | <input type="checkbox"/> Recreation Programming                            |
| <input type="checkbox"/> Law Enforcement                  | <input type="checkbox"/> Special Events                                    |
| <input type="checkbox"/> Leadership                       | <input type="checkbox"/> Therapeutic Recreation                            |
| <input type="checkbox"/> Student Networking               | <input type="checkbox"/> Trends  |

TITLE (Limit to 7 words) \_\_\_\_\_

DESCRIPTION (Limit to 75 words)

PROGRAM OUTLINE (Include a detailed outline of your session. Include topics with subtopics.)

LEARNING OUTCOMES (Measurable behavior or performance objectives. One sentence each.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## QUESTIONS AND SUBMISSIONS MAY BE MADE TO:

WPRA – Jenni Kilpatrick  
6737 W. Washington St-Suite 4210  
Milwaukee WI 53214  
414-423-1210 Fax: 414-423-1296  
[wpra@wpraweb.org](mailto:wpra@wpraweb.org)

**PROPOSAL SUBMISSION DEADLINE: March 1, 2019**