

# 2016 Gathering Partners in Natural Resources Conference

*Nurturing a Healthy Big Woods, Big Rivers Biome*  
Winona, MN  
May 20-22, 2016

a joint conference of University of Minnesota Extension Forestry and Minnesota Master Naturalist

## REQUEST FOR PRESENTATIONS

You are invited to share your experience and expertise at the 2016 Gathering Partners of Natural Resources Annual Conference to be held May 20-22 at Saint Mary's University in Winona, Minnesota. The 2016 conference theme is: *Nurturing a Healthy Big Woods, Big Rivers Biome*.

To be a presenter, you must submit a presentation proposal and be notified by the Conference Program Committee that your proposal has been accepted. To submit your presentation proposal, please either complete the Google Form (<http://z.umn.edu/GathPartRFP2016>) or complete the Session Proposal form (at the end of this document) and email this to [gathpart@umn.edu](mailto:gathpart@umn.edu). **Hand written proposals will not be accepted.**

**Deadline for Submissions:** January 20, 2016

**Review and Selection:** Proposals will be reviewed by the Conference Program Committee and selected based upon appropriateness and interest of topic, level of content, and presenter expertise. The committee reserves the right to make recommendations for revisions of content within proposals prior to acceptance. Preference will be given to those proposals which include a hands-on educational component.

**Notification of Acceptance/Rejection:** Prior to March 1, 2016

**Audience:** The audience for the 2016 conference will consist of volunteers, instructors, woodland owners, and others interested in the outdoors. This year, participants will not preselect concurrent sessions at registration, only pre-conference workshops and field trips will be signed up ahead of time. Sessions are arranged to average approximately 20 people.

**Compensation/Reimbursement:** Preference is given to presenters who do not request payment; however, if you are requesting an honoraria or expense reimbursement, you must include that information in your proposal. Requested honoraria are not guaranteed and will be negotiated and confirmed by the Conference Program Committee.



**Presentation Needs:** All on-site session rooms will be provided with a PC laptop computer, LCD projector and screen. Presenters should provide any other instructional supplies or equipment needed for the presentation, including handouts. If using a PowerPoint presentation, presenters should plan to bring the presentation file to the conference on a thumb drive and insert it into the laptop computer in the session room. Alternative arrangements may be possible, please note any special requests in the “Additional Presentation Information” section of the Session Proposal form.

**Room arrangement:** The conference is headquartered in a University Student Center, so presentation rooms will vary widely in style and size. Note any room preferences in the “Additional Presentation Information” section of the Session Proposal form.

**Annual Conference Non-Commercial Policy:** Participants in the Gathering Partners conference are seeking valuable educational sessions and may be critical of presenters or sessions that are self-promotional. Presenters may not use a conference session for commercial sales pitches, self-promotion or unwarranted criticism of a competitor. If presenters would like to sell books or other materials at any point during the conference, they should request an Exhibitor Booth. Contact [gathpart@umn.edu](mailto:gathpart@umn.edu) for more information.

Presenters are invited to join the conference participants for the meal closest to the time of their presentation. Presenters wishing to attend any part of the conference other than their session must register for the conference. Conference scholarships are available. The complete conference schedule and registration fee information will be available beginning March 10, 2016. You may register for the entire conference or for a single day.

**All information and questions may be submitted to [gathpart@umn.edu](mailto:gathpart@umn.edu).**

Thank you for being willing to contribute your time and expertise. We are looking forward to a great conference!

Conference sessions coordinators:

**Andrea Lorek Strauss**, [astrauss@umn.edu](mailto:astrauss@umn.edu)

**Danielle Quist**, [djquist@umn.edu](mailto:djquist@umn.edu)

**Angie Gupta**, [agupta@umn.edu](mailto:agupta@umn.edu)



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### SESSION PROPOSAL

This Proposal Form can also be completed as a Google Form, found at <http://z.umn.edu/GathPartRFP2016>. Submit one proposal form per presentation title. If you prefer to email the information, please enter it into this form, save it, and attach it to an email. Information on presentations selected for the conference will be shared with participants. Email this completed form and direct any questions to [gathpart@umn.edu](mailto:gathpart@umn.edu).

**Lead Presenter Information** (include name, title, affiliation, address, office phone, cell phone and email) *Note that all communication about this session will be sent to the Lead Presenter.*

**Co-Presenter Information** (include name, title, affiliation, cell phone and email)

**Presentation Title**

**Presentation Description** (100 words or fewer)

**Presenter(s) Biography** (100 words or fewer per presenter)



**Experience Level of Audience** This session is targeted to (check all that apply)

- Beginner
- Intermediate
- Experienced

**Presentation Format** (check all that apply)

- Lecture  Panel Discussion  Group Discussion  Hands-on Activities  Video  
Presentation  Outdoor Exploration  Hike  Other: \_\_\_\_\_

**Level of Activity** Overall, participants in this session will be

- Inactive
- A little bit active
- Moderately active
- Very active

### Presenter Availability

In order to create a balanced conference schedule, we will assign time slots for each presentation. We will make every effort to accommodate your schedule. Please indicate which times you are available to present this session. Check all that apply.

#### Friday, May 20

- All day
- Afternoon only

#### Saturday, May 21

- Morning
- Afternoon

#### Sunday, May 22

- Morning

### Type of session requested:

#### On-site session

- 1.25 hours (Saturday morning or afternoon, Sunday morning)
- 2.5 hours (Saturday morning or afternoon)
- 4 hours (1 – 5 pm Friday only)
- Full day (Friday only, lunch included in participant fee)

#### Field Trip

- Half Day (Friday afternoon, Saturday morning or afternoon)
- Full day (Friday only, box lunch included in participant fee)

#### For proposed field trips, please provide more information:

- Field trip destination:
- Estimated travel time from St. Mary's University to destination:
- Estimated time needed for field presentation at destination:
- Number of participants: \_\_\_\_\_ Minimum required, \_\_\_\_\_ Maximum allowed
- Field trip expenses (entrance fees, etc.)
- Cell phone number for person who will lead the field trip



Are you willing to provide same presentation multiple times?  Yes  No

Honoraria and other expenses requested (if any).  Yes (Please itemize below)  No

**Additional presentation information:** Please inform us of any special considerations for this session, such as the activities are anticipated to be very loud or messy, you would like easy access to the outdoors, you prefer to use your own computer, any safety considerations, mobility requirements for participants, recommended participant preparation/bring alongs, room arrangement preference, WiFi access needs, etc.