

## 2017 Gathering Partners in Natural Resources Conference

University of Minnesota Continuing Education Center – St. Paul, MN  
May 19-21, 2017

*Hosted jointly by University of Minnesota Extension Forestry and Minnesota Master Naturalist programs*

### REQUEST FOR PRESENTATIONS

You are invited to share your experience and expertise at the upcoming Gathering Partners of Natural Resources Annual Conference to be held May 19-21, 2017 at the Continuing Education Center on the St. Paul Campus of the University of Minnesota. The conference will include pre-conference half-day (1-5 PM) and full-day (10 AM – 5 PM) field trips/workshops/walking tours on Friday, May 19, and on-site sessions and walking tours around campus on both Saturday and Sunday, May 20 and 21.

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 complete the Google Form (<http://z.umn.edu/GathPartRFP2017>).

**Deadline for Submissions:** January 22, 2017

**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:** Estimated March 3, 2017

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

**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 at the Continuing Education Center so presentation rooms may vary 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 solely for a commercial sales pitches, self-promotion or unwarranted criticism of a competitor. If presenters would like to sell books or other materials during their session they should note this on the Session Proposal form. As there will be limited time between sessions, presenters who would like to sell materials should consider requesting an Exhibitor Booth. Details about Exhibitor Booths are available on the conference website.

In appreciation for your generous sharing of time and expertise, 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 should register for the conference. The complete conference schedule and registration fee information will be available beginning **March 10, 2017**. 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)

**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/GathPartRFP2017>. 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. Descriptions of 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 (circle one)

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 19**

- All day
- Afternoon only

**Saturday, May 20**

- Morning
- Afternoon

**Sunday, May 21**

- Morning

**Type of session requested:**

On-site session *These take place at the Continuing Education Center.*

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

Walking Tour *These leave the Continuing Education Center on foot and visit an on-campus or other nearby resource. No transportation will be provided. Participants will pre-register but there is no extra fee.*

- 1.25 hours (Saturday only)
- 2.5 hours (Saturday only)
- 4 hours (Friday afternoon or Saturday)

Field Trip *These leave the Continuing Education Center by bus/van and visit a nearby location off campus. Participants will pre-register and there is an additional participant fee.*

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

For proposed field trips and walking tours, please provide more information:

- Field trip destination:
- Estimated travel time from Continuing Education Center to destination:
- Estimated time needed for presentation at destination:
- Number of participants: \_\_\_\_\_ Minimum required, \_\_\_\_\_ Maximum allowed
- For Field Trips: are there any unavoidable expenses (entrance fees, etc.)?
- Cell phone number for person who will lead the field trip/walking tour:



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

*This is especially encouraged for on-campus walking tours.*

**Do you plan to make items available for sale during your session?** (e.g., books, curricula, tools, subscriptions, memberships)  Yes  No *If yes, please describe:*

**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, any safety considerations, mobility requirements for participants, recommended participant preparation/bring alongs, room arrangement preference, unavoidable expenses, WiFi access needs, etc.