

## 2020 PRO Educational Forum and Trade Show

### Call for Presentations

#### General Information

**Event Dates: March 24 - 27, 2020, Blue Mountain Conference Centre, Town of The Blue Mountains, ON**

**Deadline for Submission: 11:45 pm, Tuesday, July 30, 2019**

**Prior to proceeding, please review a pdf copy of the full application [here](#).**

Parks and Recreation Ontario is pleased to invite interested individuals/groups to submit a session presentation for this event. More than 500 delegates come from a variety of municipal, not for profit, government and business settings and include:

- Recreation, parks and community service directors
- All levels of managers responsible for planning, staff, facilities, programs and operations
- Recreation practitioners/coordinators
- Management and staff from community agencies
- Municipal and provincial elected officials
- Parks and conservation authority professionals (i.e. planners, arborists, landscape architects)
- Public health promotion practitioners
- Sector business leaders
- Academics and researchers
- Contract staff, consultants and strategic planners
- Students and new professionals

Professionals from allied industries including justice and crime prevention, tourism, sport, education, environment and culture, also attend this event.

Submissions are sought on a variety of topics, but you are encouraged to review the [suggested topics](#) prior to starting your submission.

Applicants are welcome to make more than one submission.

Prior to starting an application, please click [here](#) to download a pdf copy of the application questions. Please DO NOT begin the online application form until you have all materials ready for the submission.

Click NEXT when you are ready to begin your submission.

For more information about answering the Call for Presentations, please contact [pro@prontario.org](mailto:pro@prontario.org) or call 416-426-7142.

**Note: Once submitted, you will no longer have access to change this information.**

Please print each page as you fill it in. A copy of your submission is **NOT** sent to you upon completion, **nor is a confirmation of submission sent.**

NOTE: Questions marked with an \* require an answer.

***Do not use the back arrow on your browser to return to a previous page*** - use only the Previous button found at the bottom of each page.

### **Terms of Submitting**

- Submissions must be submitted by 11:45 pm, Tuesday, July 30, 2019.
- For a submission to be considered, it must be completed in full.
- If you have one submission, you can start the Call, leave it, and come back to finish it at a later date.
- Once you 'submit' the survey you can no longer return to it.
- It is confirmed that the presenter (and any Co-Presenter) is available to present on any day of the event (March 25 or 26).
- It is confirmed that any necessary employer approval has been received prior to the submission.
- The topic suggestions on the General Information page have been reviewed to help inform this submission.
- If selected, the presenter agrees (and also does so on behalf of any Co-Presenter) to respond to requests for information on logistics. electronic copies of presentations, and other event details within outlined time lines (November 27th signed speaker agreement, January 15th room at Blue booked (if needed); and February 20th all presentation handouts, PDFs, PPTs forwarded to PRO).
- PRO reserves the right to edit session descriptions and titles at its sole discretion.
- Due to the format of the event, no guarantee can be given as to the level of attendance at any individual session.
- Compensation (if required) is limited: the Program Committee takes requests for compensation into consideration during the session selection process. No additional compensation will be considered over and above what is included in the Call. Any request for compensation for a Co-Presenters must be included in the Call.
- Submissions will be reviewed by the Program Committee during the Summer, with selected presenters being contacted during the Fall.
- Any Co-Presenter has been contacted and has confirmed they agree with the terms in submitting to the Call for Presenters.
- The number of Co-Presenters is limited to one per session.
- No additional Co-Presenters will be added to the presentation after submitting the Call for Presenters. However, if necessary, substitutions to a Co-Presenter can be named (deadlines for substitutions will be emailed to selected presenters).
- Should a speaker submit two sessions, both of which are accepted, it is understood that those sessions will be presented on the same day.

\* 1. Please confirm that you have read and understand the terms of submitting through this Call for Presentations:

Yes, I confirm that I have read and understand the terms

\* 2. I am a PRO Member

Yes

No

**\* 3. Contact Information - Please complete each box below.**

Presenter's Name:

Employment Position  
(Title):

Employer:

City:

Email:

Day Phone Number:

**\* 4. Please provide a brief bio, including reference to any presentations/similar presentations you have previously made on this topic. Limit your response to the space provided.**

**\* 5. Do you have a Co-Presenter? Note: A maximum of one Co-Presenter can be included per session.**

Yes

No

6. My Co-Presenter is a PRO Member

- Yes
- No
- Don't Know

7. Please fill out the following contact information for the Co-Presenter. Where the Co-Presenter has similar contact information to the Presenter, please just type "same":

Co-Presenter's Name:

Employment Position  
(Title):

Employer:

City:

Email:

Day Phone Number:

8. Please provide a brief bio of the Co-Presenter, including reference to any presentations/similar presentations previously made on this topic. Limit the response to the space provided.

**\* 9. This session aligns most closely with the following topic area. Select one only.**

- Sector Trends and Issues
- Children and Youth: Issues and Opportunities
- Planning and Programming for Older Adults
- Business and Systems Planning
- Issues and Initiatives in Small, Rural and Northern Communities
- Management and Administration
- Parks, Trails, Conservation and the Environment: Planning and Management
- General Interest
- Other (please specify)

**10. This session is best suited to the following audience. Select one only.**

- Introductory (programmer/coordinator/level of sector knowledge/responsibility)
- Intermediate (middle management/level of sector knowledge/responsibility)
- Advanced (senior management/level of sector knowledge/responsibility)

**\* 11. Proposed Session Title:**

\* 12. Provide a detailed session description. Be specific about the content you will cover, what it is, why it is important to know, how the information can be used, what makes this session unique and current, etc. This information will be used for comparative purposes should a similar session be submitted.

**Please limit your response to the viewable space to complete your answer.**

\* 13. Provide up to 4 skills/knowledge/actions delegates will benefit from as a result of attending this session. This information should be different than the information included in the session description.

1

2

3

4

\* 14. What method(s) will you use to deliver your session?

- Lecture
- Discussion
- Interactive activity
- Other

(please specify)

\* 15. Sessions are one and a quarter hours in length. Indicate if you require the full time or if you are amenable to joining with another presenter(s) and being part of a larger panel presentation on a similar topic. Check as many as apply.

- I require the full 1 and 1/4 hours
- Yes, I can be part of a panel presentation. I will require 20 min.
- Yes, I can be part of a panel presentation. I will require 30 min.

\* 16. Are you planning on attending the full 2020 PRO Forum?

- Yes
- No

\* 17. Presenters are offered a daily complimentary registration for the day of the presentation. Daily registration includes any keynote, sessions and lunch occurring on that day (NOTE – breakfast, dinner and evening events are not included in the daily registration).

NOTE: if you are completing this submission on behalf of a Co-Presenter, please ensure they are in agreement with how this question is being answered.

NOTE: I understand if my session is selected for a morning presentation, and if I have not requested accommodation, I must cover my own accommodation costs.

REMINDER: Should you submit and be accepted for more than one session, both sessions will be presented on the same day,

I am pleased to accept the complimentary daily registration as compensation for my presentation(s).

Yes

No, I will require additional compensation to present

18. Please identify additional compensation you or your Co-Presenter may require to present this session. Please note this information is used by the Program Committee in the selection process.

Please check any/all items that are required.

- N/A - no additional compensation is required, other than the complimentary one-day registration on the day of my presentation
- Reimbursement for gas cost
- One night accommodation (reimbursement based on double occupancy)
- Honorarium (***please include the requested dollar amount in the 'Other' area***)

Other (please specify any specific other coverage required or the Honorarium requested)

\* 19. I am interested in receiving information on Trade Show and Sponsorship opportunities.

- Yes please
- No thank you

\* 20. Please note that any photos or videos taken during PRO-sanctioned events may be used by PRO for promotional purposes (brochures, publications and web-based media). Speakers are reminded of this condition of submission to the Call for Presentations and we appreciate your consent of use. By submitting a response to the Call, you also acknowledge that PRO's Code of Ethics is in effect at this event. To review the Code of Ethics, please [click here](#).

I have read and agree to the statements above.

If you wish to retain a copy of this submission, please **PRINT A COPY NOW** before you click 'Submit'.

Please press the 'PREVIOUS' button below to return to the pages needing to be printed.

A copy **WILL NOT** be automatically sent to you via email, ***nor will you receive a confirmation of your submission.***

Once you have clicked the 'Submit' button below, you will no longer have access to your submission.

***THANK YOU for your interest in the parks and recreation sector!***

If you have any questions please do not hesitate to contact the PRO at [forum@prontario.org](mailto:forum@prontario.org).

Please click the "**SUBMIT**" button to complete your application.