



## Call for Speakers

*Proposals are now being accepted for future conferences*

The Conference is held in the first or second week of January each year.

The Northern New England Recreation & Parks Conference Committee is always accepting speaker proposals for future conferences.

The conference draws 190+ parks and recreation professionals from all over New England and over 40 exhibitors. This is regarded as one of the top conferences in New England.

The conference setup is as follows; three or four sessions are running during each time slot. The topics that we try to cover are: administration, programming, maintenance and parks. We are currently seeking speakers on topics that fall into these categories. Session lengths are 75 minutes, including time for questions & answers, and are worth .1 CEUs. Institutes are typically 150 minutes, and are worth .2 CEUs.

The Committee will review all requests according to the Speaker Expense Policy, (as part of the Manual of Policy and Procedures for the Northern New England Recreation & Park Conference). This policy does not allow financial reimbursements for Recreation & Park Professionals from within the Northern New England states (ME, NH, VT). The policy allows for different reimbursement rates for speakers coming from within Northern New England, outside of Northern New England, within New England, and from outside of New England.

If you are interested in speaking at our conference please fill out the following form and return it as soon as possible. The conference committee will meet in June to discuss topics and appropriate speakers. Speakers will be notified late June if they were chosen.

Any questions can be directed to Tara Tower at [recreation@lincolnnh.org](mailto:recreation@lincolnnh.org) or by phone at 603-745-8958 E-Mails are preferred.

**SUBMISSION DEADLINE IS JUNE 1ST EACH YEAR**

**NORTHERN NEW ENGLAND RECREATION AND PARK CONFERENCE**

**Session Proposal Form:**

Program Title (seven words or less) \_\_\_\_\_

Session Description (2 brief sentences, 30 words or less describing the session content. To be used in the brochure if session is chosen): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs Identification: Why is this session topic important?:  
\_\_\_\_\_  
\_\_\_\_\_

Measureable learning objectives – Please use action words to describe what delegates would learn from this session: \_\_\_\_\_  
\_\_\_\_\_

Audio Visual Requests:

LCD Projector  Overhead Projector  Slide Projector (35 mm)  VCR/ DVD  Internet  
Access  Other

Time Preferred: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ No preference

Speaker's Name \_\_\_\_\_ Title: \_\_\_\_\_

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

Speaker's Company info: \_\_\_\_\_

Speaker's Bio: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Financial Request for Speaker (pending committee approval, per speaker policy)

Travel miles: (at current IRS rate): \_\_\_\_\_ Flight/ other travel requested: \_\_\_\_\_

Lodging & meals (at the hotel during the conference): \_\_\_\_\_

Honorarium \_\_\_\_\_ Other requested: \_\_\_\_\_

If there is more than one speaker please use the reverse side and give the same information as above.

**Please complete and return prior to: June 1st**

Send to: Tara Tower at [recreation@lincolnnh.org](mailto:recreation@lincolnnh.org) or  
C/O Lincoln – Woodstock Recreation Department, PO Box 25, Lincoln, NH 03251

Questions: PHONE: (603) 745-8673 or EMAIL (preferred): [recreation@lincolnnh.org](mailto:recreation@lincolnnh.org)