Overview

You are invited to attend and participate in the 2021 OSU Extension Virtual Annual Conference – Reflect. Reconnect. Refocus. You are encouraged to submit a proposal for one of the four tracks, which are focused on improving partnerships, improving products/programs, improving processes, improving people. Please use this “Request for Proposals” (RFP) document to prepare your proposal for submission to the link provided within.

Proposals may be submitted in one of the following formats:

**Presentation** (30 or 60 minutes) – A presentation that teaches a specific skill needed by Extension professionals or provides information on a particular program or topic of interest to faculty and staff who are in some way engaged in Extension work.

**Poster** – There will be four types of posters: Undergraduate or Graduate Student, Research, Educational Outreach, and Ideas in Action. These electronic posters will be on display at the conference on all three days.

**Engage in 5** (5-minute presentation) – Tell us a story. Whether you choose to educate, enlighten or entertain, we want to be engaged! You can use graphics, memes, videos, or other resources to enhance the visual portion of the presentation.

**IMPORTANT:** If you submit an “Engage in 5” session proposal, your presentation will be grouped with others during a concurrent session and a moderator will be timing presentations. You will be limited to TWO presenters and your session will end exactly at the 5-minute mark.

*Need some inspiration for the “Engage in 5” session format?*
To learn more about Ignite...visit go.osu.edu/IgniteHowTo. Ignite motto: “Enlighten us! Just make it quick.” PechaKucha, which means “chit-chat” in Japanese, is another fast-paced presentation style. To learn more about PechaKucha, visit go.osu.edu/PechaKuchaHowTo
The Details

Checklist to Submit Proposals:

✓ Submit your proposal using the following link no later than **11:59 pm on Wednesday, September 15, 2021**. [go.osu.edu/EAC_2021RFP](go.osu.edu/EAC_2021RFP)

✓ If needed, you will be able to make changes to your submission by clicking on your URL (in the email you receive after submitting) until the RFP site closes on September 15. Clicking the submit button on the final page will complete your submission process. You will receive a separate confirmation email for each completed submission.

✓ There are character limits (outlined below) for some of the requested information. Use a word processing program to count your characters, then copy and paste your text into the RFP website.

✓ There is a video requirement as part of your submission. See the instructions in the next section.

You must provide the following information for EACH proposal:

1. **Type of proposal:** 30- or 60-minute presentation, poster, or “Engage in 5” session
   - If poster is selected, type of poster:
     - Undergraduate or Graduate Student
     - Research
     - Educational Outreach
     - Ideas in Action

2. **Title of proposal**

3. **Video Submission**
   - Because we’re going “virtual” again this year, we’d like to see you (and your co-presenters) in action!
   - All you need to do for your video submission is:
     a) Open up your Personal Zoom Room.
     b) Record a video (to the cloud) answering the four questions in the outline below.
     c) Copy and paste the sharable link into the RFP survey. Zoom will send you an email with the sharable link and access password to your recording.
   - If you need a more detailed reminder, check out this Zoom help document: [go.osu.edu/ZoomCloudRecord](go.osu.edu/ZoomCloudRecord)
   - In **three minutes or less**, present your proposal and answer the four questions in your video submission:
     - What is the topic on which you will be presenting (or of your poster)?
     - Who is your target audience and could other Extension professionals apply your idea to their work?
     - Why is your topic of need or interest to Extension professionals and/or those we serve?
     - How will you engage the audience in your presentation (e.g., what Zoom features will you use)?
       If submitting a poster, give us a “sound bite” about your poster that engages the audience.

4. **Learning objectives of the proposal** *(1,000-character limit, including spaces)*

5. **Short description** of presentation, poster, or “Engage in 5” session for the conference program *(1,000-character limit, including spaces)*

6. **Three to five key words** related to your proposal
7. **Description of how your session relates to the conference theme “Reflect. Reconnect. Refocus.” and aligns with one or more of these areas.**
   (checklist – You will be asked to provide a SHORT description for each track you select. Please do NOT repeat information from your video submission):
   - **Improving Partnerships** – includes networking within Extension, connections with government and other external partners, relationships within and between counties/areas, collaborations with college(s) and/or the university. **(500-character limit, including spaces)**
   - **Improving Products/Programs** – the work, efforts and programming that drive Extension forward, potentially leading to new ideas and innovation; adopting new technologies, marketing or methods; can also tie into research and scholarly works. **(500-character limit, including spaces)**
   - **Improving Processes** – day-to-day operations, technology, risk and liability, data management, volunteer management, ways to work smarter and stay organized, fiscal management. **(500-character limit, including spaces)**
   - **Improving People** – personnel, human resource topics, customer service, communication skills, interpersonal relationships, diversity and inclusion to expand Extension audiences, professional development. **(500-character limit, including spaces)**

8. **Reference list** (**OPTIONAL**): Upload a Microsoft Word document (file type: “.doc” or “.docx”, maximum file size: 100MB) containing a formatted list of references for your proposal.

9. **Lead author/presenter and contact information** – name, title, location, phone, email

10. **Co-presenter(s) and contact information** – name, title, email for each co-presenter

**Proposal Review**

Proposals will be reviewed by a committee of Extension professionals and may include guest reviewers from CFAES or other partners. Therefore, accepted proposals will be considered “peer-reviewed presentations” for promotion/tenure purposes. Acceptance rates will be announced. Selections will be made, and presenters notified by the first week of November.

**Questions?**

**For general questions** about the request for proposals, contact the Concurrent Sessions Subcommittee co-chairs, Carol Wagner (wagner.1142@osu.edu) or Marianne Guthrie (guthrie.76@osu.edu)

**For technical questions or issues** with the online proposal submission site, contact Debby Lewis (lewis.205@osu.edu), Concurrent Sessions Subcommittee co-chair.