

**CFAES***Request for Proposals*

OHIO STATE UNIVERSITY EXTENSION

# ANNUAL *virtual* CONFERENCE

DECEMBER 7-9, 2020

Proposals due October 9

## Overview

You are invited to attend and participate in the 2020 OSU Extension Virtual Annual Conference – **Embrace Change Together!** The 2020 virtual conference will highlight how our efforts meet the challenges of today to create a more engaged tomorrow. Faculty and staff in units throughout Ohio State who are in some way engaged in Extension work are encouraged to submit a proposal for one of the four tracks – *employee* engagement, *workplace* engagement, *customer* engagement, and *community* engagement. 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 two formats:

### Present

**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.

### Engage<sup>in</sup>5

**Engage in 5** (5-minute presentation) – A session that takes the place of both Ignite sessions and poster formats of our previous conferences. 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 ONE presenter 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](http://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](http://go.osu.edu/PechaKuchaHowTo)



**THE OHIO STATE UNIVERSITY**  
COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

OSU Extension provides research and related educational programs to clientele on a non-discriminatory basis. For more information, visit [go.osu.edu/cfaesdiversity](http://go.osu.edu/cfaesdiversity)

Proposals may be submitted in one of the four following tracks. See a detailed description for each track in the “Here’s How You Submit Proposals” section below.



**Employee Engagement:** This track is focused on the successful engagement of our individual employees.



**Workplace Engagement:** This track is focused on teams and workplace engagement as a whole.



**Customer Engagement:** This track is focused on how we optimally serve our customers.



**Community Engagement:** This track is focused on how we engage communities in planning, delivering, and evaluating programs.

## The Details

### Checklist to Submit Proposals:

- ✓ Submit your proposal using the following link no later than **11:59 pm on Friday, October 9, 2020**. [go.osu.edu/EAC\\_2020RFP](https://go.osu.edu/EAC_2020RFP)
- ✓ When you visit the URL to submit your proposal, you will be directed to a page that will ask you to “register” for the RFP website by providing your name and email address. Once you provide the registration information, you will be emailed a unique URL to submit your proposal. **You will be able to submit ONE proposal PER email address.** If you create or use a new (non-Ohio State) email address to submit multiple proposals, please remember to monitor that email through November because that is where all communication will be sent individually for EACH submission.
- ✓ If needed, you will be able to make changes to your submission by clicking on **your** URL (in the email you receive after registering) until the RFP site closes on October 9. Clicking the submit button on the summary page will complete your submission process. You will receive a confirmation email for your completed submission(s).
- ✓ There are character limits 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 this year. 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 or “Engage in 5” session
2. **Title of proposal**
3. **Video Submission (new for 2020)**

Because we’re going “virtual” 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](https://go.osu.edu/ZoomCloudRecord)

In three minutes or less, present your proposal and answer the four questions in your video:

- What is the topic on which you will be presenting?
- 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)?

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

**5. Description of how your session relates to the conference theme “Embrace Change Together” and aligns with one or more of these four tracks.**

(checklist – You will be asked to provide a SHORT description for each track you select. Please do NOT repeat information from your video submission):



**Employee Engagement** – Engaged employees are motivated and enthusiastic about their work and are committed to organizational success. How are you motivating employees to feel connected to OSU Extension? This track is focused on the success of individual employees. Topics could include onboarding; mentoring; professional development and career mapping; performance evaluation and feedback; and work/life balance.

**(500-character limit, including spaces)**



**Workplace Engagement** – Engaged workplaces support team communication, collaboration, trust, and care. How are you fostering an engaged workplace with your teams? This track is focused on teams and the workplace as a whole. Topics could include workplace communication, collaboration, and care; organizational culture; and organizational processes and systems that support engagement.

**(500-character limit, including spaces)**



**Customer Engagement** – Engaged customers feel a mental and emotional connection to our organization. This track is focused on highlighting how we provide the best possible Extension experience for our individual customers. Topics could include storytelling for impact; accessibility; customer service; volunteer management; social media engagement; and content development and delivery. **(500-character limit, including spaces)**



**Community Engagement** – Engaged communities are involved in the program planning process. This track is focused on how we create opportunities for collaboration and co-creation of Extension programs that lead to positive community outcomes. Topics could include community needs assessment; fostering community relationships and trust; diversity, equity, and inclusion; program development and delivery; and program evaluation.

**(500-character limit, including spaces)**

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

**7. Three to five key words related to your proposal**

**8. Reference list (OPTIONAL):** Upload a Microsoft Word document (file type: “.doc” or “.docx”, maximum file size: 5,000KB) 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-chair, Lisa Barlage ([barlage.7@osu.edu](mailto:barlage.7@osu.edu)) or ShaLise Simmons ([simmons.761@osu.edu](mailto:simmons.761@osu.edu)), Learning and Organizational Development.

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