

REQUEST FOR PROPOSALS
DUE OCTOBER 12, 2022**FACING THE FUTURE
TOGETHER****DEADLINE EXTENDED****Overview**

You are invited to attend and participate in the 2022 OSU Extension Annual Conference. Our theme this year is “**Extension: Facing the Future -Together.**” And that's a big thing. We are joining together to celebrate our successes over the past two especially challenging years; re-establish some vital, personal connections among our colleagues; and talk about how we can best face and create a great future together for our organization! 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:

Present

Presentation* (25 or 50 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

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

Engageⁱⁿ5e

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:

- ✓ **DEADLINE EXTENDED!** Submit your proposal using the following link no later than **11:59 pm on Wednesday, October 12**, go.osu.edu/EAC_2022RFP
- ✓ 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 **October 12**. 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.

You must provide the following information for EACH proposal:

1. **Type of proposal:** 25- or 50-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. **Full description**

Full description of presentation/poster including an explanation of why the information to be provided is of need or of interest to Extension professionals and/or those we serve, and how you will engage the audience in your presentation. Please do NOT include identifiable presenter names in this description. **(3,000-character limit, including spaces)**

OPTIONAL: In a separate question on the RFP website, you will be able to upload a Microsoft Word document containing a formatted list of references/resources (*see criteria for file size and type below).

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. This description will be what attendees use to decide which sessions they would like to attend. **(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 “**Extension: Facing the Future Together**” 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 “full description”.):

- **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 used in 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. The reviewers will not have access to your contact information until the selection process is complete. Therefore, accepted presentations and posters 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 and Posters Subcommittee co- chair Ashley Kulhanek (kulhanek.5@osu.edu)

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

Additional Information...

***New for '22 Presentation Type Descriptions. You will be able to select “traditional lecture/demo” presentation, if you do not want to try one of these new presentation types:**

- **Breaking Thru Silos:** This will be a **50-minute**, two-part session. To submit a presentation of this type, include a description of a successful cross-programmatic or office-wide project that your team has delivered and you would like to share with other teams across the state. The intent of this session-type is to inspire teams to action! Be prepared to bring your team to deliver a 5-minute flash talk. In the second part of the session, be prepared to help facilitate a 25-minute working session where attendees will break into small groups (with their team members) to start putting their ideas in motion. Attendees/Teams will be asked to bring a project they are currently working on, an idea they got from another conference session, or adapt one of the projects presented in the flash talks to work on and bring back to their own communities.
- **Birds of a Feather Gatherings** are relatively small, short (**25-minute**) and informal gatherings of attendees designed to build networks and explore ideas. Rather than give a formal presentation, you will be asked to submit prepared questions or ideas around a particular topic that you would like to facilitate and discuss with attendees.
- **Roundtables** are **50-minute presentations**, which typically include 15 minutes of presentation, followed by 30 minutes of discussion and feedback. Roundtable presenters should bring targeted questions to pose to others, in order to learn from and with those attending. Roundtables are an ideal format for in-depth discussion on a particular topic.

****A poster author is expected to attend a “Meet and Greet” during the “Poster Session and Trade Show” on Tuesday, December 6, 3:30–5:00 pm.**

- **Please note: The poster may NOT be any bigger than 4 feet by 4 feet.**
- Each presenter will be responsible for setting up and removing his or her poster at the scheduled times (**setup:** 11 am–1 pm, Monday; **removal:** 12–2 pm, Wednesday).
- All posters will be displayed on walls, not tables. Tables will NOT be provided nor allowed.