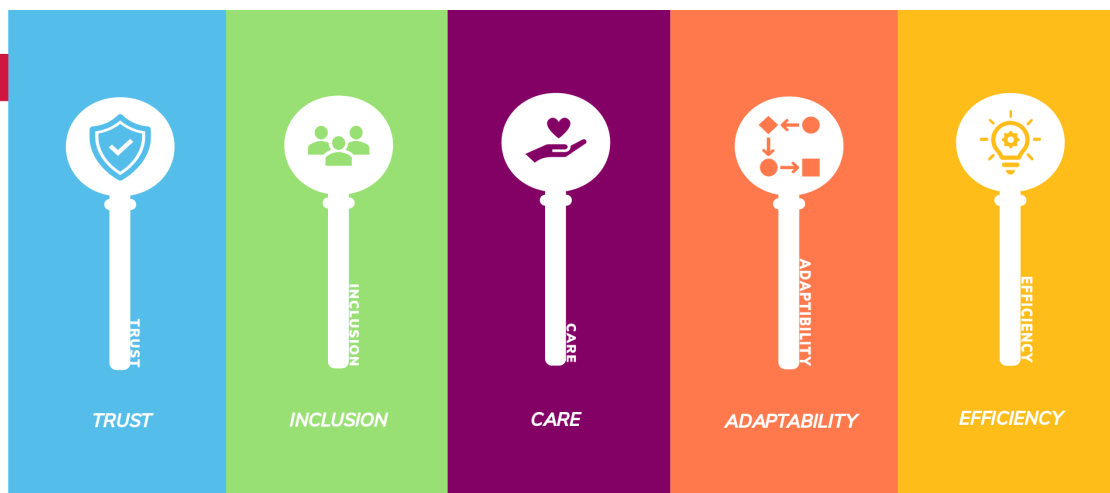


# We are the Keys to Extension

Due September 13, 2024

[go.osu.edu/ec24](https://go.osu.edu/ec24)



## Overview

You are invited to attend and participate in the 2024 OSU Extension Conference – **We are the Keys to Extension!** Our conference will highlight our five keys: Trust, Inclusion, Care, Adaptability, and Efficiency. These five keys are essential in our daily work to foster a supportive and dynamic organizational culture within Extension. By embedding these values in our work, we can enhance collaboration, improve our services, and better meet the diverse needs of Ohioans. You are encouraged to submit a proposal for one of the five tracks, which are focused on the OSU Extension Keys – *Trust, Inclusion, Care, Adaptability, and Efficiency*. 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.

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

**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 a maximum of 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](https://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](https://go.osu.edu/PechaKuchaHowTo)

The College of Food, Agricultural, and Environmental Sciences and OSU Extension provide research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit [cfaesdiversity.osu.edu](https://cfaesdiversity.osu.edu). For an accessible format of this publication, visit [cfaes.osu.edu/accessibility](https://cfaes.osu.edu/accessibility)

## The Details

### Checklist to Submit Proposals:

- ✓ Submit your proposal using the following link no later than **11:59 pm on Friday, September 13, 2024**. [go.osu.edu/EC\\_2024RFP](https://go.osu.edu/EC_2024RFP)
- ✓ If needed, you will be able to make changes to your submission by clicking on **your** URL (in the email you receive after submitting a proposal) until the RFP site closes on September 13. 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 keywords** related to your proposal

7. **Description of how your session relates to the conference theme “We are the keys to Extension” and aligns with one or more of the five Keys.**

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



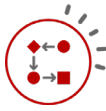
**Trust** – Includes or exemplifies one or more of the following: research-based information; high quality teaching and learning; open, honest, and respectful communication; ethical decision making; access to vast and diverse professional expertise; confidentiality and respect for all; and accountability to co-workers and clientele. **(500-character limit, including spaces)**



**Inclusion** – Includes or exemplifies one or more of the following: diversity and inclusion, treating each person as an individual; modeling inclusive practices; providing flexible educational opportunities; attending the needs of participants and partners; engaging all communities in work. **(500-character limit, including spaces)**



**Care** – Includes or exemplifies one or more of the following: a better understanding of the needs of colleagues and communities; fostering safe and effective working and learning environments; professional development, proficiency, and career growth; treating all with kindness and respect. **(500-character limit, including spaces)**



**Adaptability** – Includes or exemplifies one or more of the following: adapting to emerging needs and issues; providing innovative and creative lifelong education; focusing on the everyday needs of Ohioans; building relationships that complement local services and partners; and finding ways to actively contribute to our teams and organization. **(500-character limit, including spaces)**



**Efficiency**– Includes or exemplifies one or more of the following: building connections and relationships that increase capacity to deliver services and programs; valuing the time and resources of colleagues and clientele; focusing on timely solutions and impacts; proactively solving problems and seeking opportunities. **(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. PLEASE NOTE: This file should list only references used in your proposal in the full or short descriptions and not a full bibliography for the work.
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 one of the Concurrent Sessions and Posters Subcommittee co-chairs, Tanner Cooper-Risser ([cooper-risser.1@osu.edu](mailto:cooper-risser.1@osu.edu)) or Summer McLain ([mclain.70@osu.edu](mailto:mclain.70@osu.edu))

**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 and Posters Subcommittee co-chair and RFP manager.