

OHCE Education Session Proposal

November 6-9, 2018



This is a double-sided document – please be sure to fill out both sides completely.

Name: _____

Business Name: _____

Phone Number: _____ Email: _____

Proposed Session Primary Focus (*please select one*):

- | | | |
|--|--|---|
| <input type="checkbox"/> Industry Basics | <input type="checkbox"/> Retail and Food Service | <input type="checkbox"/> Accounting/Finance |
| <input type="checkbox"/> Guest Expectations | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Business Development |
| <input type="checkbox"/> Regulatory Compliance | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Guest Support |
| <input type="checkbox"/> Recreation/Ancillary | <input type="checkbox"/> Marketing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Leadership | |

Proposed Session Title: _____

Proposed Session Length and Type:

- 1 Hour Seminar 1.5 hour Seminar 1.5 Hour Panel
 Other _____

Presentation Method: Lecture Interactive Other _____

Target Audience: Beginner Intermediate Advanced

Proposed Session Description:

Proposed Session Topic Learning Outcomes: (*At the end of this session, attendees will be able to...*) (*No more than 2 Learning Outcomes per hour of education session content.*)

The following will be needed to successfully present this education session:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Internet access – basic browsing/surfing | <input type="checkbox"/> Wireless Lavalier Mic | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Internet access – streaming video | <input type="checkbox"/> Wireless hand held Mic | <input type="checkbox"/> Other _____ |

*NOTES: Class sizes can reach 125 people. As such, flip charts and white boards are **not** an acceptable means of presentation. Streaming video may or may not be available and will be considered on a case-by-case basis.*

Briefly describe the qualifications that make you the best choice to present this session:

- I understand that this is an education event proposal, not a confirmed offer to speak at the 2018 Outdoor Hospitality Conference and Expo.
- I understand that if I am not in the RV Park/Campground industry that my session must include examples that are relevant to this industry and show how to apply session knowledge to this industry.
- I understand by submitting this proposal, if I am selected to present at the conference, the following items must be returned to arvc **no later than May 15, 2018**:
 - A speaking agreement.
 - A speaker biography. If I have presented an education session before, an updated speaker biography will be submitted.
 - A speaker photo/headshot. This photo will meet the following minimum photo requirements:
 - 300 dpi
 - 1MB in size
 - 1500 pixels
 - Vertical orientation
 - A speaker information form.
- I understand that by submitting this proposal, if I am selected to present at the conference, the following items must be returned to arvc **no later than September 15, 2018**:
 - Session handout(s) – each education session must have an audience handout. Once received, these handouts will be reviewed by the arvc education department to ensure that they meet the accreditation requirements. Arvc will then have the handouts printed and delivered to the conference location.
 - PowerPoint Presentation – if I will be using a PowerPoint or other visual presentation during my education session, I must use the arvc conference template and an electronic copy of this presentation must be submitted in the approved arvc format by the date above.
 - Both the handout(s) and PowerPoint presentation will be converted to PDF documents and uploaded to OHEP Online for member reference.

Non-Commercial Presentation: This event is provided for the personal and professional development of our attendees. While arvc recognizes that a Speaker may be a business professional and their services could benefit the attendees, Speaker is strictly forbidden from promoting their business or service in any way during the address. If Speaker wishes to discuss their business with interested attendees, this may be accomplished through networking outside of Speaker's address. By submitting this proposal you agree to adhere to this Non-Commercial Presentation condition.

I have read, understand, and acknowledge the 2018 OHCE Education proposal and guidelines as outlined above:

Speaker Signature

Date

Speaker Name – please type or print clearly

Return proposal to arvc no later than April 30, 2018.

Fax:
303.681.0426

Mail:
Attn: Barb Youmans/Lisa Maurer
9085 E Mineral Cir, #200
Centennial, CO 80111

Email:
lmaurer@arvc.org