

## EDUCATIONAL SESSION PROPOSAL

KRPA Annual Conference and Trade Show

January 28 - 30, 2025 in Manhattan, KS

This form must be filled out completely for the session to be considered by the branches.

No handwritten submission will be accepted. Please type in your information in the fillable spaces below.

Branch representatives will contact speakers to confirm or decline session proposals.

The KRPA Office will finalize all contractual arrangements with selected paid speakers.

**SPEAKER INFORMATION:** (Required) Attach a resume for each speaker. This is required for CEU's.

\*Commercial companies **MUST** be a conference exhibitor at the \$700 or higher level to present a session.

FULL NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SHORT BIO:

**SECOND SPEAKER** (Optional) FULL NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

SHORT BIO:

**SESSION TITLE:** \_\_\_\_\_

**SESSION DESCRIPTION** (add pages as needed):

**SPEAKER REQUIREMENTS:** (check all that apply)

(Speakers who are members of KRPA or employed in the field of parks and recreation or employed in park law enforcement in Kansas, or commercial companies are not eligible for honorarium, expense reimbursement or waiver of registration fees.)

Fee/Honorarium \$ \_\_\_\_\_

Mileage \$ \_\_\_\_\_

Lodging (Dates \_\_\_\_\_) \$ \_\_\_\_\_

**AUDIO VISUAL:**

*\*Projector and Screen Provided in all rooms*

No AV Needed

Speaker will bring:

Jump Drive          Computer (PC or Apple) \_\_\_\_\_

Speaker will need KRPA to provide (Check all that apply):

Internet connection

Flip chart

Sound

Other \_\_\_\_\_

**ROOM SETUP:**

Theater Style Seating

Other \_\_\_\_\_

**SESSION LENGTH:**

1 Hour

Other \_\_\_\_\_

**DAY/TIME CHOICES:**

Tuesday Afternoon

Wednesday Afternoon

Wednesday Morning

Thursday Morning

**SUBMITTED BY**

FULL NAME: \_\_\_\_\_

AGENCY/ORGANIZATION: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**MODERATOR**

FULL NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**SUBMIT THIS FORM TO THE BRANCH CHAIR BELOW THAT PERTAINS TO YOUR SESSION TOPIC**

*Administrative Branch*

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