

REQUEST FOR PROPOSALS

Balancing Tradition with Innovation



2018 JCEP Leadership Conference

Sponsored by Joint Council of
Extension Professionals (JCEP)

DoubleTree by Hilton – Orlando, Florida
February 14-15, 2018

REQUEST FOR PROPOSALS for Concurrent Leadership Development Sessions

Due Date: September 15, 2017

The JCEP Leadership Conference Planning Committee invites Extension educators, specialists and administrators to share their expertise in support of the 2018 JCEP Leadership Conference. The purpose of the JCEP Leadership Conference is to support Extension leadership succession planning and development nationwide across all disciplines.

The JCEP Leadership Conference provides professional development that addresses leadership and management skill development critical for emerging Extension leaders.

As a result of the 2015 Blue Ribbon Committee Survey, the JCEP Leadership Conference Planning Committee has expanded the scope and focus of the Leadership Conference in response to recommendations made through this national survey.

Blue Ribbon Survey respondents shared the top three needs of Extension leaders to help maximize their ability to deliver Extension Programs:

- tools to take back to my community,
- strategies for becoming more nimble,
- learning how to identify emerging issues.

Concurrent session presentations should illustrate, demonstrate or provide hands-on learning opportunities on skills or models that can be replicated by individuals and/or associations.

Proposals will be required to identify one of the following tracks that the presentation is aligned with:

Conference Tracks:

Track 1: Balancing Tradition with Innovation

Track 2: Engaging in Civil Dialogue

Track 3: Effectively Communicating Impact

Track 4: Attracting and Retaining a Nimble Innovative Workforce and Volunteers

Poster Submissions can be made in any track but special consideration will be given to those that are focused on “Identifying and Responding to Emerging Issues.”

Presentation Options:

Authors will be required to select one of the following presentation formats:

- Oral Presentation (50 Minutes)
- Poster Session – Authors must be present during lunch on Wednesday, February, 14 (Identifying Emerging Issues Poster only)

Proposals must reference scholarship or appropriate research-based science and will be reviewed based on the following weighted criteria:

- Addresses the purpose of the conference, in accordance with the theme, track and/or need as identified above - **50%**;
- Relevance of the topic to Extension professionals - **30%**;
- Demonstrates innovation, uniqueness, and creativity - **20%**.

Proposal submission includes the following required fields: Primary author and additional authors (including titles, institutions and addresses); presentation title (limit 160 characters); presentation abstract (limit 2,400 characters); presentation description (limit 1,200 characters); learning objectives (limit 1,200 characters); and primary author summary biography (limit 1,200 characters).

Proposals will be reviewed and scored by the JCEP Leadership Conference Planning Committee. Failure to adhere to the guidelines may result in non-evaluation of the proposal by the JCEP committee.

Additional Guidelines and Information:

- Deadline: All proposals must be received electronically via the online process by 5:00 p.m. MST, September 15, 2017.
- Individuals may submit as many proposals as they wish, but only one oral presentation per primary author will be selected.
- Applicants must be a current member of one of the JCEP professional organizations.
- Applicants will be informed of selection in early November 2017.
- All presenters must register for the conference. Presentation contributors who do not present can be included in the proposal.
- Electronic copies of presentations and handout materials are to be submitted to the JCEP Office (jcepoffice@jcep.org) by February 1, 2018, by 5:00 pm MST.
- Electronic presentations must be in PowerPoint format. Each room will have a LCD projector with presentations pre-loaded on a laptop prior to the conference. There will not be any audio support for the presentations.
- A limited number of presentation rooms may have Internet connectivity. A request for an Internet connection must be included in the proposal with a justification for the need as integral for the presentation content.
- Presenters will be responsible for registration, hotel accommodations and travel expenses.

For Conference details, visit: www.jcep.org - Link to [Submit a Proposal](#)