Overview
You are invited to attend and participate in the 2016 OSU Extension Annual Conference – Investing for Impact. Extension’s goal is to positively impact the lives and communities we engage with on a daily basis. How is this possible? Investing in Extension’s people, practices, programs, and partnerships helps all of us make a greater impact on lives and communities throughout Ohio. Proposals may be submitted in one of the following formats: presentation, ignite session or poster.

Description of Formats
Presentation (1-hour session) – Hour-long presentation that teaches a specific skill needed by Extension professionals or provides information on a particular program or topic of interest to Extension professionals.

Ignite Session (5-minute presentation) – There will be two groups of Ignite sessions centered on Innovations in Engagement: 2016 and Future. Share the new and creative ways you have either recently been, or soon will be, active in engagement in your work. If you submit an Ignite session proposal, your final PowerPoint (20 slides) will be due to the committee by Thursday, November 17. Learn more about Ignite...visit go.osu.edu/ignitehowto. Ignite motto: “Enlighten us! Just make it quick.” Ignite presenters are expected to attend a “Meet and Greet” reception on Tuesday, December 6, 4:45–6 pm.

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 both days of the conference. A poster author is expected to attend a “Meet and Greet” reception on Tuesday, December 6, 4:45–6 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: 8-9 am, Tuesday; removal: 2-4 pm, Wednesday).
- All posters will be displayed on walls, not tables. Tables will NOT be provided nor allowed.

Poster Session Awards
Posters will be awarded gift card prizes for first, second, third, and honorable mention awards by professional judges. Additionally, your peers will be selecting a “People’s Choice” award for one poster.

Submitting Proposals
Submit your proposal using the following link no later than 11:59 pm on Monday, October 24, 2016.

go.osu.edu/EAC_2016RFP

When you visit the URL to submit your proposal, you will be directed to a page that will ask you to “register” for the website to submit an RFP by providing your name and email address. Once you provide the registration information, you will be emailed a unique URL to submit your proposal. You will be able to submit ONE proposal PER email address. If you create or use a new (non-OSU) email address to submit multiple proposals, please remember to monitor that email through November because that is where all communication will be sent individually for EACH submission. If needed,
you will be able to make changes to your submission by clicking on your URL (in the email you receive after registering) until the RFP site closes on October 24. Clicking the submit button on the summary page will complete your submission process. You will receive a confirmation email for your completed submission(s).

You will note there are character limits for some of the requested information. We suggest using a word processing program to count your characters, then copy and paste your text into the RFP website.

**You will be asked to provide the following information for EACH proposal:**

- **Type of proposal:** presentation, Ignite session or poster
  - If “Ignite” is selected, also identify which session theme: 2016 Engagement or Future Engagement
  - If poster is selected, type of poster:
    - Undergraduate or Graduate Student
    - Research
    - Educational Outreach
    - Ideas in Action

- **Title of proposal**

- **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 how you will engage the audience in your presentation.** *(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)*.

- **Learning objectives of the proposal** *(1,000-character limit, including spaces)*

- **Which of the following areas does your proposal address?** (checklist – you will be asked to provide a SHORT description for each area 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/regions, collaborations with college(s) and/or the university *(500-character limit, including spaces)*
  - Improving Programming – the work and efforts 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 Practices – 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)*

- **Short description/abstract of presentation, Ignite session or poster proposal for the conference program** *(1,000-character limit, including spaces)*

- **Reference list** *(OPTIONAL)*: Upload a Microsoft Word document (file type: “.doc” or “.docx”, maximum file size: 5,000KB) containing a formatted list of references for your proposal.

- **Lead author and contact information** – name, title, location, phone, email
- **Co-author(s) and contact information** – name, title, email

**Proposal Review**

Proposals will be reviewed by a committee of Extension professionals who 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.

The Concurrent Sessions and Posters Subcommittee will review proposals soon after the submission deadline. 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-chairs, Lisa Barlage (barlage.7@osu.edu) or Patty House (house.18@osu.edu). Please DO NOT inform either of these individuals of the title/content of your proposal or it will not be considered a “blind” peer-reviewed process.

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.