OHIO STATE UNIVERSITY EXTENSION
2019 Annual Conference
December 16 - 18 | Columbus

Request for Proposals
Due October 15

Overview

You are invited to attend and participate in the 2019 OSU Extension Annual Conference – *Land-Grant Fierce: Meeting the Challenge*. The work we do as a land-grant institution is even more critical today than at possibly any other time in our more than 100-year history. Our ability to braid together our three missions of teaching, research, and Extension to bring the knowledge and resources of The Ohio State University to all of our statewide campuses and beyond is invaluable. We are optimally poised as a land-grant to make a difference in the life of every Ohioan through our partnerships, products, processes, and people. Proposals may be submitted in one of the following formats: presentation, Ignite session, or poster.

Description of Formats

Presentation (30 or 60 minutes) – 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) – Intended for individuals to share new and creative ways they have either recently been, or soon will be, active in engagement during a fast-paced Ignite session. If you submit an Ignite session proposal, your final PowerPoint (20 slides) will be due to the planning committee by Wednesday, December 4. Learn more about Ignite...visit go.osu.edu/ignitehowto.
Ignite motto: "Enlighten us! Just make it quick."

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.
A poster author is expected to attend a "Meet and Greet" reception on Tuesday, December 17, 2:45–3:45 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*: 11 am-1 pm, Monday; *removal*: 2-4 pm, Wednesday).
- All posters will be displayed on walls, not tables. Tables will NOT be provided nor allowed.

Poster Session Awards

Gift card prizes will be presented for first, second, third, and honorable mention awards for posters submitted by OSU Extension employees. Separate awards will be presented for student posters. In addition, your peers will select a "People's Choice" award for one poster.

Submitting Proposals

Submit your proposal using the following link no later than **11:59 pm on Tuesday, October 15, 2019**.
go.osu.edu/EAC_2019RFP

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-Ohio State) 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.

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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 15. 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: 30- or 60-minute presentation, Ignite session, or poster
  If poster is selected, type of poster:
    o Undergraduate or Graduate Student
    o Research
    o Educational Outreach
    o 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**)
    o 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**)
- **Describe how you are meeting the challenge of being land-grant fierce** in one or more of the following areas (checklist – You will be asked to provide a SHORT description for each area you select. Please do NOT repeat information from your full description):
    o **Improving Partnerships** – includes networking within Extension, connections with government and other external partners, relationships within and between counties/areas, collaborations with college(s) and/or the university. (**500-character limit, including spaces**)
    o **Improving Products** – the work, efforts and programming 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**)
    o **Improving Processes** – 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**)
    o **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 of presentation, Ignite session or poster proposal for the conference program (**1,000-character limit, including spaces**)
- Three to five key words related to your proposal
- 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 for each co-author

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 the Concurrent Sessions and Posters Subcommittee co-chair, Lisa Barlage (barlage.7@osu.edu) or Jared Morrison (morrison.332@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.