

North Carolina 4-H Volunteer Leaders' Conference 2023: 4-H Family Reunion, Together Again

Workshop Proposal Guide

Thank you for sharing your time and talent and applying to serve as a 2023 North Carolina 4-H Volunteer Leaders' Conference workshop presenter. As we have learned throughout the past year, there is a place for both face to face and virtual training. This year you will notice an updated workshop proposal system that allows you to select when and how you would like to offer a workshop. Regardless of the format, we want sessions that provide instruction and training that volunteers can quickly implement back home in their clubs and in training and supporting other volunteers. Proposals will be reviewed by a committee considering applicability, development of volunteers, and overall conference needs. Submissions may be selected on a rolling basis meaning some sessions may be confirmed prior to others.

Submitting a Proposal

Proposal submission is online. The deadline to submit a proposal is **October 10th, 2022**. Proposals will be reviewed in the order they are submitted and those proposals which are submitted earliest will be reviewed first.

The proposal link is <https://go.ncsu.edu/vlc2023> and asks for the following information:

- **Workshop Title** - The title should entice participants to attend while providing some information as to the content.
- **Lead Presenter** - This is the point of contact for the conference team. All correspondence will be sent via email to the lead presenter with the expectation that s/he will share with any other presenters.
- **Lead presenter email and cell** - This information is requested as communication methods for the team.
- **Additional Instructor Names**- This is where you share the names of others who will be presenting with you (If applicable).
- **Maximum Number of Participants** - Please list the maximum number of participants you are comfortable teaching in a face to face workshop. Each workshop must be able to accommodate at least 40 participants.

- **Learning Objectives** - Complete this statement: “At the end of this session, the learner...” A strong submission will have two to four goals.
- **Workshop Description** - This description will be used for the printed program as well as workshop promotion. The description should be no more than 100 words. Keep in mind this is what participants will use to select sessions. Please proof your description carefully.
- **Biography-** This information will be used in conference promotion as well as introductions at the conference. Include in the biography of the presenter(s) past teaching experiences, connections to 4-H and other fun facts. Write one summary and include all instructors. Please limit this to 300 words.
- **4-H County**
- **Role in the program** - Here select as many roles as apply.