



CALIFORNIA TRAILS & GREENWAYS 2017

April 19TH-21ST

Hyatt Regency Monterey Hotel & Spa

CALL FOR WORKSHOP PROPOSALS

Proposals must be received by November 30, 2016

Dear Local Host Committee Members:

Planning for California Trails & Greenways 2017 is well underway, and we are now actively seeking preliminary proposals from the Local Host Committee for the optional pre-conference workshops taking place Wednesday, April 19th. Because of the success of your trail endeavors, and the strong ties you've cultivated through the years with local trail experts, we invite you to submit your workshop ideas to share the challenges and innovative solutions you have developed.

Pre-conference workshops are generally day-long events providing hands-on or field learning experiences. Proposals may include any of the full range of topics and skills required to plan, construct, manage and interpret trails. Pre-conference workshops offered at past conferences can be reviewed at www.parks.ca.gov/trails/ctg.

All workshops will start and end at the Hyatt Regency Hotel. It is suggested that they begin at 9:00 a.m. and end no later than 4:00 p.m. Shorter workshops will be considered, as well as classroom workshops taking place at the conference center. Touring workshops will require bus or van transportation. Some transportation may be provided by the conference. Field workshops in reasonably close proximity to the hotel may rely on carpools.

To submit a workshop proposal simply complete the Preliminary Workshop Proposal form found on page 2 and return by mail or email as directed at the bottom of the form. The Preliminary Workshop Proposal must be received by November 30, 2016.

When preparing the workshop proposal, be advised that full details are not required at this time. If the preliminary proposal is accepted, we will work with you to complete the outstanding details.

Registrant's workshop fees will be based on the costs you will incur, plus lunch, beverages, and a nominal fee to cover administrative overhead. The Conference will reimburse costs based on the approved budget, actual attendance, and submission of a completed reimbursement form with receipts attached.

Your contribution of knowledge and information will ensure that dedicated trail professionals and volunteers continue to receive the high quality, up-to-date trail management guidance they have come to expect from California Trails & Greenways. It is also an important opportunity to highlight your organization's leadership, dedication, and expertise within California's trails community.

To submit a Preliminary Workshop Proposal, **complete the attached form and return via mail or email as directed at the bottom of the form by November 30th**. If you have any questions regarding your proposal, please feel free to contact Callie Hurd at 916.324.0423 or trails@parks.ca.gov.

RETURN YOUR PROPOSAL TO:

Callie at trails@parks.ca.gov or to
California Trails and Greenways 2017, 704 O Street, Sacramento, CA 95814.

PRELIMINARY WORKSHOP PROPOSAL

Please submit the following information in your proposal:

1. Workshop Title [Maximum 8 words]
2. Workshop Description - Briefly and clearly describe the purpose and goals of the workshop.
3. Educational Objectives - What will attendees learn from your presentation? List specific points.
4. Target Audience - Will your workshop require special knowledge, skills or expertise to be fully comprehended? If yes, specify the knowledge or skills required.
5. Workshop Presenters - For the individual responsible for coordinating the workshop, provide name, title, affiliation, address, phone, email, and a 3-4 sentence biography that establishes credibility. Provide the same information for each individual that will have a role in the workshop presentation.
6. Minimum and Maximum Attendance - What is the minimum and maximum number of registrants your workshop can accommodate? Consider vehicle capacity and other limiting factors; account for drivers and presenters that will be joining the group; and provide the number of workshop registrations that can be accommodated.
7. Itinerary - Provide a preliminary estimate of the workshop schedule, including a listing of tour locations, arrival and departure times, the names and affiliations of speakers, and the purpose and educational value of each stop.
8. Transportation - For touring and offsite workshops, indicate if van, bus or other transportation arrangements will be used; and whether transportation will be donated or rented. If rented, what is the total cost (i.e. vehicle rental, mileage or fuel, driver, insurance)? If there is only one destination, will you be coordinating carpools? If not, how will registrants be transported to the site?
9. Cost Estimate - Provide a detailed estimate of all costs requiring reimbursement, and indicate if costs are fixed or per person. If the workshop has transportation costs, provide evidence of the cost estimate from the transportation provider. The Conference reimburses costs based on the approved budget, actual attendance and submission of a completed reimbursement form with receipts attached. Workshop fees will be based on your budget estimate, which may or may not include lunch, snack and beverage costs, and a nominal fee to cover administrative overhead.
10. Weather Dependent - In the event of inclement weather, will the workshop need to be altered or cancelled? If plans need to be altered, briefly describe what changes would be required and what affect this may have on the learning opportunities.

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TIPS FOR SUCCESSFUL WORKSHOPS

- **Set clear learning objectives**
 - » Be clear about the teachable skills or tools you will impart during the day.
 - » In developing the itinerary or agenda, focus on the learning objectives and allow the project or tour to be the means of conveying those objectives.
 - » Proposals that focus on a project or site without clear teachable skills will be rejected.
- **Provide a fun experience**
 - » Let participants know in advance what clothing and other gear they'll need for comfort and to get the most out of the workshop.
 - » Minimize the time spent in vehicles.
 - » Plan for at least periodic use of trails during the workshop.
 - » Be realistic about timing and avoid over scheduling.
 - » Keep the mood light, but professional.
 - » Provide good options for those with mobility issues.
 - » Use interactive teaching techniques.
- **Take participants to interesting places**
 - » Plan stops at engaging places where participants will enjoy both the environment and the learning opportunity.
 - » If some or all of the session will be in a classroom, use appealing visual aids.
- **Closely monitor and adhere to a carefully crafted itinerary**
 - » Know how many are in your workshop and make sure you end with the same number.
 - » Again, be realistic about the timing of your itinerary.
 - » Start and end on time, indicate a clear timeline and a brief "teachables" statement for each stop or point of interest.
 - » Plan for possible traffic delays, alternative routes, and other possible scenarios. Do your best to plan the itinerary and route in a manner that avoids traffic.
 - » Be sure each instructor knows when they will speak, specifically what they are to cover, and how long they have at each stop. Make it clear you will have to manage their time if they don't.
 - » Preview the workshop and be realistic in determining the amount of time it will take a full group to unload, load, etc. Remember that a group will take more time for each aspect of the tour than traveling on your own.
 - » Leave time for questions at each stop.
 - » Participants will get anxious and distracted if they realize the tour is running late.
- **Plan for comfort**
 - » Provide water and snacks in the vehicle.
 - » Plan for restroom breaks throughout the day, and let participants know during the introductory orientation when restroom breaks are scheduled.
- **Limit the number of speakers to what is essential to cover the topic.**
 - » Avoid using "VIPs" to praise a project or organization. If an individual is not in a position to provide specific, worthy information, they should not be presenting.
 - » A good presentation that provides valuable "take home" lessons will do far more to promote a project or organization than any amount of self-praise