



## California Trails & Greenways 2019

April 23-25, 2019 in San Diego County

### WORKSHOP PROPOSAL FORM

Proposals must be received by

**November 5, 2018**

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](http://www.parks.ca.gov/trails/ctg).

**Workshop Title:** Maximum 8 words - Please choose a title that reflects the workshop contents.

**Workshop Description:** Briefly and clearly describe the purpose and goals of the workshop.

**Educational Objectives:** What will attendees learn from your presentation? List specific points.

**Target Audience:** Will your workshop require special knowledge, skills or expertise to be fully comprehended? If yes, specify the knowledge or skills required.

**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.

**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.

**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. All workshops will start and end at the Viejas Resort in Alpine. It is suggested that they begin at 9:00 am and end no later than 4:00 pm. Shorter workshops will be considered, as well as classroom workshops taking place at the venue.

**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.

**Cost Estimate:** Provide an estimate of the workshop costs that will be need to be reimbursed. 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 workshop expenses based on the approved budget, actual attendance, and submission of a completed reimbursement form with receipts attached.

**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.

Return proposals to:

Callie Hurd, California Trails and Greenways 2019

1725 23<sup>rd</sup> Street, Ste. 200, Sacramento, CA 95816

[trails@parks.ca.gov](mailto:trails@parks.ca.gov), 916-324-0423



## **California Trails & Greenways 2019**

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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 sites to be the means of conveying those objectives.

#### **➤ Provide a fun experience**

- Let participants know in advance what clothing and other materials 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 the day and avoid over scheduling.
- Keep the mood light, but professional.
- Provide good experience options for those with mobility limitations.
- Use interactive teaching techniques as part of the workshop program.

#### **➤ Take participants to interesting places**

- Plan stops 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. Participants will get anxious and distracted if they realize the tour is running late.
- Start and end on time, indicate clear time frames and a brief "teachables" statement for each stop or point of interest. Leave time for questions at each stop.
- 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 delays.
- 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 the 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.

#### **➤ 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 will be available.

#### **➤ 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.