



2021 WORKSHOP PROPOSALS

Given the uncertainty created by the on-going pandemic, we are working on a variety of alternatives to the traditional in-person California Trails and Greenways event should we be unable to gather in person in 2021. Therefore, we are gathering workshop and session proposals and trail award nominations for presentation in whatever format – in person or virtually - that is determined to be safe to use. Currently, California Trails and Greenways 2021 is scheduled to take place in Modesto from April 14th-16th.

If you submitted a workshop proposal for 2020 and you'd like that proposal to be considered for 2021, simply re-submit last year's proposal as is.



California Trails & Greenways 2021

WORKSHOP PROPOSAL FORM

Proposals must be received by
November 30, 2020

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.

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 while social distancing? To maintain social distances, participants will be asked to drive themselves to the start of the workshop. Therefore, consider parking capacity at the workshop site. Also consider offering the workshop in parts so that participants can rotate through and minimize the number of participants in one place at the same time.

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. It is suggested that they begin at 9:00 am and end no later than 4:00 pm. Half day or shorter workshops will be considered to maximize the number of participants while social distancing. Classroom workshops taking place at the venue are also possible.

Transportation: To maintain social distances, it is suggested that participants drive themselves to the workshop and between workshop stops. If other transportation is necessary, please describe how it will be provided and how social distances will be maintained.

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:
trails@parks.ca.gov



California Trails & Greenways 2021

Tips for Successful Workshops

- **Follow guidelines provided by the CDC, California Department of Public Health, and the Stanislaus County Health Services Agency for the prevention of the spread of COVID-19**

- **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.
 - 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 arrive. Remember that a group will take more time for each aspect of the tour than traveling on your own.

- **Plan for comfort**
 - 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.