

# PROGRAM PROPOSAL FOR THE TAPERD 89<sup>TH</sup> ANNUAL CONVENTION

Moody Gardens | Galveston, Texas | November 28 - December 1, 2012

Sessions are scheduled throughout the convention from Thursday, November 29 through Saturday, December 1. Please do not submit a proposal unless you are prepared to actually make a presentation and will be able to appear during these convention days. Individuals participating in programs must be TAPERD members and must pay the convention registration fee if they are professionally engaged or pursuing study in the field of health, physical education, recreation, and/or dance in Texas. Request for waiver of this requirement must be made by the appropriate Division Vice President on a form obtained from the TAPERD Office.

**1. Primary Division Area:** (check one)

- College     Health     Physical Education     Recreation  
 Dance     General     Recreation  
 General     Recreation
- Indicate specific section within the division you checked: (See Page 2) \_\_\_\_\_

**Secondary Division Area:** (check one, if applicable)

- College     General     Physical Education  
 Dance     Health     Recreation

**Program Title:** (Must reflect content of the program. Limit to 10 words or less)

\_\_\_\_\_

**2. Brief Description of Presentation for Final Program:**

(25 words or less) \_\_\_\_\_

\_\_\_\_\_

**3. Abstract:** Please complete the abstract form, (See Page 4) including (3) program objectives. This form must be completed and returned with the proposal in order for your program proposal to be considered for a presentation.

**4. Presenter(s)** (The following MUST be filled out completely)  
**Please list all the speakers: Limit 3 per session.** Please do not list individuals as co-presenters unless you have a definite commitment that they will appear at the program with you on any of the convention days.

**1**

Name of Speaker: \_\_\_\_\_

Col./Univ./School District: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**2**

Name of Speaker: \_\_\_\_\_

Col./Univ./School District: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**3**

Name of Speaker: \_\_\_\_\_

Col./Univ./School District: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**5. Safety Standards:** Presenters must consider and abide by standards of safety and age appropriateness when selecting and presenting program activities. Guidelines for such activities are outlined in several recent NASPE publications such as **Principles of Safety in Physical Education and Sport**, and **Appropriate Practices in (Elementary, Middle, or Secondary) School**. In consideration of liability issues, the Conference Directors and/or appropriate TAPERD officers/staff may terminate any program deemed to be hazardous to the health and safety of the participants.

**6. Nature of Program:** (check all that apply)

- Audience Participation     Panel Discussion, number of individuals on panel \_\_\_\_\_  
 Performance     Students will participate, number of students \_\_\_\_\_  
 Lecture

**7. Space and Attendance Requirements:**

Classroom     Dance Floor     Perimeter     Theatre     1/2 Theatre 1/2 Open

**8. Audio-visual requirements:** (Please check)

- DVD with monitor     Cassette player  
 VCR with monitor     CD player  
 Microphone     Screen  
 Easel pad & markers     Extension cord

**Equipment NOT listed in #8 MUST be the responsibility of the presenter!**

**NOTE:** AV Equipment is expensive. Please do not request AV items that are not vital to your presentation. Computers, LCD projectors, and any type of PE equipment **MUST** be provided by the presenter.

**9. Have you previously presented a program at a TAPERD Conference/Convention?**

- NO     YES, the date of your last presentation: \_\_\_\_\_

**10. I am a:** (Please check all that apply)

- TAPERD Board Member  
 Section Officer  
 Committee Member

**11. Is your program appropriate for CEU or CHES (health), or CEU by NRPA (recreation) credit?**

- NO     YES

If YES, please attach a resume (up to 2 pages) for each presenter.

**Mail completed proposal to:**  
 TAPERD 2012 Convention  
 7910 Cameron Road  
 Austin, Texas 78754

**or Fax to:** (512) 459-1290

Proposal prepared by: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

# Guidelines for Presenters

89<sup>TH</sup> Annual TAHPERD Convention | Moody Gardens | Galveston, Texas

The Annual Convention is designed to provide TAHPERD members the opportunity to share instructional ideas with their colleagues. The convention has approximately 200 sessions/programs that present ideas, programs, and issues in the areas of health, physical education, recreation, dance, and college programs in HPERD. Session proposals are welcome and each will receive careful professional review prior to selection so that a varied and creative convention can be provided.

## Specific Guidelines

- 1. Texas presenters **MUST** be TAHPERD members. In some instances out-of-state proposals may be considered in which case membership rules will be modified.
- 2. No presenter will be paid or receive an honorarium.
- 3. Each presenter **MUST** register and pay convention fees.
- 4. Although all proposals will be considered, preference will be given to those who have not presented at recent TAHPERD events.
- 5. **Presenters in the area of physical education MUST agree to provide handout materials for the Activities Handout Manual.** These handout materials are so important to our members that failure to provide handout materials may result in the cancellation of presentations. Handouts must: not exceed six (6) pages in length, be printed on only one side, be originals (no faxes or photocopies will be accepted), be original compositions. Handout materials must be e-mailed to [lisa@tahperd.org](mailto:lisa@tahperd.org) by **October 1st** for inclusion in the manual. Because of copyright laws, copy must be written in your own words and with your own illustrations. Photocopies of textbook, web pages and/or other published copyrighted material will not be accepted *without written release from the author/publisher*.
- 6. The submission of a proposal and its acceptance by reviewers signifies agreement to allow the video taping of your session by others.
- 7. The distribution and sale of promotional materials and touting of commercial ventures by presenters is prohibited during convention sessions. Sale of items or services is strictly reserved to those exhibiting companies who sell items in the exhibits area only.
- 8. The sale of copyrighted materials (i.e. those items held in copyright by anyone other than the seller) is prohibited. This includes written material, audio and video tapes, and music.
- 9. Presenters must consider and abide by standards of safety and age appropriateness when selecting and presenting program activities. Guidelines for such activities are outlined in several recent NASPE publications such as **Principles of Safety in Physical Education and Sport**, and **Appropriate Practices in (Elementary, Middle, or Secondary) School**. In consideration of liability issues, the Convention Directors and/or appropriate TAHPERD officers/staff may terminate any program deemed to be hazardous to the health and safety of the participants.

**As a presenter I have read and understand my responsibilities as outlined in these guidelines and agree to abide by these guidelines in my presentation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Abstract Form

This section must be completed in order for program submission to be processed.

1. List (3) Program Objectives:

- ① \_\_\_\_\_  
\_\_\_\_\_
- ② \_\_\_\_\_  
\_\_\_\_\_
- ③ \_\_\_\_\_  
\_\_\_\_\_

2. Abstract: Abstract must be 150-200 words typed. Please provide on a separate page and attach. Abstract will be used by reviewers in the selection process so it should be prepared to peak their interest, i.e., what is new or different about this presentation, and why is the topic important.