

## Submitting Your Idea...

Interested parties should complete the appropriate Presentation Proposal Form and return it by the proposed deadline. Each presentation must be submitted on a separate form — make copies of the form if necessary.

## Once Submitted...

Your programming idea will be forwarded to the program planning committee to be evaluated on the following criteria: overall quality and innovation, relevance to the appropriate health, physical education, recreation and dance discipline, well-defined focus, sound research/theoretical basis, and practical application of materials. Notification of acceptance or rejection will be mailed to you from the TAHPERD Office by August 15, 2019.

## Limitation of Participation...

By TAHPERD policy, the number of presentations which an individual can give during any one convention is limited to two. However, an individual may, in addition, be part of a discussion group or panel which is coordinated by another person.

## Membership/Registration Requirements...

There is no fee to submit a presentation proposal. However, individuals selected as presenters who are involved in the fields of health, physical education, recreation, and dance, are expected to pay their own travel costs, hotel accommodations, and the convention registration fee as well as be a current member of the Texas Association for Health, Physical Education, Recreation, and Dance. Please explain this policy to all individuals you invite to participate in your program.

## It's Simple!

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

**Mail to:** TAHPERD 2019 Convention  
7910 Cameron Road  
Austin, Texas 78754

**E-mail:** [lisa@tahperd.org](mailto:lisa@tahperd.org)

**Question? Call:** (512) 459-1299

## TAHPERD Divisions & Sections

### College Division

- College Administrators Section
- Lifetime Wellness Section
- Professional Preparation Section
- Research Section
- Sport Management Section
- Student Section

### Dance Division

- Aesthetics Section
- Cultural, Social & Wellness Forms Section
- Pedagogy Section
- Performance Section

### General Division

- Assessment & Evaluation Section
- Diversity Section
- Instructional Technology Section
- K-12 Administrators Section
- Retired Professionals Section

### Health Division

- Community Health Education Section
- Health Instructional Program Section
- Health Professional Education Section
- Health Promotion Section

### Physical Education Division

- Adapted Physical Education Section
- Early Childhood Education Section
- Elementary School Physical Education Section
- Middle & High School Physical Education Section
- Sports Section

### Recreation Division

- Adventure Education Section
- Leisure Activities & Sports Section
- Outdoor Education Section
- Water Sports Section

# PROGRAM PROPOSAL FOR THE TAHPERD 96TH ANNUAL CONVENTION

Arlington Convention Center | Arlington, Texas | December 4 - 7, 2019

Sessions are scheduled throughout the convention from Thursday, December 5 through Saturday, December 7. 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 TAHPERD 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 TAHPERD Office.

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

- College                       Health                       Physical Education
- Dance                          General                      Recreation

Indicate specific section within the division you checked: (See Page 1)

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

**4. Abstract:** Please complete the abstract form, (See next page) 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.

**5. 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 #: \_\_\_\_\_

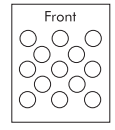
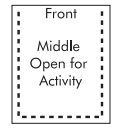
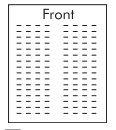
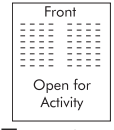
E-mail address: \_\_\_\_\_

**6. 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 the **SHAPE America National Standards at [www.shapeamerica.org/standards](http://www.shapeamerica.org/standards)**. In consideration of liability issues, the Conference Directors and/or appropriate TAHPERD officers/staff may terminate any program deemed to be hazardous to the health and safety of the participants.

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

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

**8. Space and Attendance Requirements:**

-   Round Tables
-   Perimeter
-   Theatre
-   1/2 Theatre  
1/2 Open

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

- Easel pad & markers                       LCD Projector
- Extension cord/Power Strip                       Microphone
- Bluetooth Receiver                       Screen
- HDMI to VGA video converter

**Equipment NOT listed in #9 is the responsibility of the presenter!**

**NOTE:** AV Equipment is expensive. Please do not request AV items that are not vital to your presentation.

**Computers and all PE equipment MUST be provided by the presenter.**

Mail/Fax/Email completed proposal to:  
 TAHPERD 2019 Convention  
 7910 Cameron Road  
 Austin, Texas 78754

**Fax:** (512) 459-1290  
**Email:** [lisa@tahperd.org](mailto:lisa@tahperd.org)

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

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

# Guidelines for Presenters

96th Annual TAPERD Convention | Arlington Convention Center | Arlington, Texas

The Annual Convention is designed to provide TAPERD members the opportunity to share instructional ideas with their colleagues. The convention has approximately 160 sessions 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 TAPERD 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 TAPERD events.
- 5. **Presenters presenting activity-based programs MUST agree to provide handout materials for the Activity 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 the **SHAPE America National Standards at [www.shapeamerica.org/standards](http://www.shapeamerica.org/standards)**. In consideration of liability issues, the Convention Directors and/or appropriate TAPERD 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.

**QUESTIONS? Call the TAPERD Office at 1-800-880-7300**