

# EXHIBITOR PROGRAM PROPOSAL | TAHPERD 35<sup>TH</sup> ANNUAL SUMMER CONFERENCE

Embassy Suites Hotel | San Marcos, Texas | July 14 - 16, 2019

Exhibitor Showcase sessions are scheduled throughout the conference from Monday, July 15 through Tuesday, July 16. Please do not submit a proposal unless you are prepared to actually make a presentation and will be able to appear during these conference days. In order to present, your company must be an exhibitor at the 2018 conference. **If a TAHPERD member is presenting for your company they must pay ALL conference registration fees.** All Exhibitor Showcase Proposals submitted for any TAHPERD meeting will be reviewed by our Board of Directors for acceptance, with all other program proposals. In order for this program proposal to be considered, it must be completed entirely, including a brief description as well as an abstract form with three objectives.

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

- College                       Health                       Physical Education  
 Dance                           General                       Recreation

**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 Page 3) 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 conference 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 #: \_\_\_\_\_

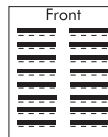
E-mail address: \_\_\_\_\_

**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.

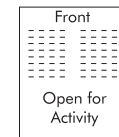
**7. Nature of Program:** (check all that apply)

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

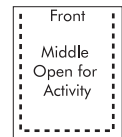
**8. Space and Attendance Requirements:**



Classroom



1/2 Theatre  
1/2 Open



Perimeter

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

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

**No free wi-fi in meeting rooms**

**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 Summer Conference  
 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

35th Annual Summer Conference | Embassy Suites Hotel | San Marcos, Texas

The Summer Conference is designed to provide TAHPERD members the opportunity to share instructional ideas with their colleagues. The Conference has approximately 60 sessions that present ideas, programs, and issues in the areas of health, 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 conference 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 conference fees.
- 4. Although all proposals will be considered, preference will be given to those who have not presented at recent TAHPERD events.
- 5. **Presenters MUST agree to provide handout materials for the Conference 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 **June 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 textbooks, 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 conference 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 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.

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