



2019 SCMAF INSTITUTE SESSION PROPOSAL FORM

Thursday, October 3, 2019 – 8 a.m. to 3 p.m.
Carson Community Center



GENERAL SESSION INFORMATION

- Length of session shall be no longer than one hour (60 minutes).
- Presentation time includes introduction, presentation, Q & A and completion of evaluation forms.
- Session title should accurately describe the session content.

Session Title _____

Session Description _____

Audience Tracks (Please check which track your session will serve the most)

- Recreation Leaders/Part-Time Staff** – Including but not limited to: Leadership, interviewing tips and techniques, professionalism, programming 101, emotional intelligence, customer service, and moving up through the ranks.
- Coordinators/Supervisors** – Including but not limited to: Building your team (supervising teams, team building, etc.), interacting with Commissions and Boards, obtaining sponsorships and grants, managing multi-generational staff, techniques for making presentations at Council and Commission meetings.
- Sports Programming** – All things sports, including but not limited to: handling parents, recruiting coaches, officials training, and youth and adult sports roundtables.

Session Presenter(s) Information

1) Name: _____ **Title:** _____

Agency/Company: _____

Phone: _____ **E-mail Address:** _____

2) Name: _____ **Title:** _____

Agency/Company: _____

Phone: _____ **E-mail Address:** _____

Audio/Visual Equipment

The Carson Center has screens and projectors for every room with HDMI connections. Presenters need to bring their own laptop and any adapters for equipment connections other than HDMI. The Carson Center also has WIFI available. Session presenters are responsible to provide all other forms of equipment and handouts needed for their session. If you are bringing equipment other than a laptop, please list here:

Session Proposal Form Submitted by:

Name: _____ **Title:** _____

Agency/Company: _____

Phone: _____ **E-mail Address:** _____

SESSION PROPOSALS ARE DUE NO LATER THAN AUGUST 5, 2019

Please return this form to:

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FAX: (909) 620-2055