



# OKLAHOMA RECREATION AND PARKS SOCIETY PROFESSIONAL DEVELOPMENT FORM

## SPEAKER INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_ Title \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_

Brief Speaker Bio (Bio for program and introduction. Separate resume is required for CEU accreditation):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages if needed)

## SESSION INFORMATION

Title of session: \_\_\_\_\_

Day and time requested: \_\_\_\_\_

Has the speaker presented this previously? YES NO

If so, where? \_\_\_\_\_ When? \_\_\_\_\_

How long is this session? \_\_\_\_ 1hr \_\_\_\_ 2 hr \_\_\_\_ 3hr \_\_\_\_ other (please fill in)

**Presentation/Session description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TARGET PROGRAM AUDIENCES *(Check all that apply)*

Administrators

Programmers

Maintenance

Sports

Supervisors

Cultural Arts

Parks

Aquatics

Citizen Boards

Therapeutic Recreation

**CEU INFORMATION**

All sessions will be submitted for CEU accreditation. To be eligible for CEU credit, the following information must be completed along with a resume for each speaker.

Measurable learning outcomes:

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

**AUDIO VISUAL NEEDS\*** (check all that apply)

TV/DVD                  Projector                  Screen                  Flip Chart

Other List: \_\_\_\_\_

\*Speakers using power point presentations must supply their own laptop and projector due to program/computer compatibility.

**SPEAKER EXPENSES**

Any financial commitments for expenses related to speaker fees for stipends or travel MUST be approved PRIOR to proposal acceptance. Please contact the Executive Director for information. ORPS Members are not reimbursed for speaking at ORPS programs.

**CONTACT INFORMATION (if other than speaker)**

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

**This form must be completed and sent to the ORPS Executive Director at least 6 weeks before date of workshop or conference at the address listed below. CEU's are pending unless you have been notified that they have been approved by the Professional Development Committee Chair. Failure to get this form completed in a timely manner, may effect CEU approval. Professional Development Chair must also receive copy.**

**ORPS  
PO Box 1201  
Sand Springs, OK 74063**

*Professional Development Committee Use Only:*

Approved for: \_\_\_\_\_ CEU's    Day & Date \_\_\_\_\_ Time \_\_\_\_\_

Special instructions:

\_\_\_\_\_  
\_\_\_\_\_