# CALL FOR PRESENTATION PROPOSALS

## IMPORTANT DATES

**Proposals Due:** December 1, 2023

**Initial Notification of Selection:** February 1, 2024

**Selected presenters confirm acceptance and registration:** March 1, 2024

# OVERVIEW

The National Urban Extension Leaders (NUEL) and Tennessee Extension are pleased to invite you to **NUEC24: Rhythm to the Future**, which will be held in Nashville, Tennessee, May 28 - 31, 2024.

The most pressing social problems and policy issues that confront America involve people in urban places. Extension professionals and university researchers across the nation are working to address these issues. However, urban areas are competitive environments for land-grant universities and Extension professionals so novel approaches that show community impact, public value, and relevant programming are

necessary for land grant institutions to improve the lives of people, families, and communities.

The National Urban Extension Conference (NUEC) provides an opportunity for Extension professionals and applied researchers to learn about innovative approaches, receive recognition, and find inspiration for their work from colleagues.

NUEC24 will provide opportunities to share research and innovative educational strategies that address the needs of urban, suburban, and peri-urban populations as well as urban-rural interdependencies. Proposals will be accepted for presentations, posters, and panels (defined below) for the 2024 Conference. Abstracts that highlight research or outreach activities that involve partnerships between researchers, practitioners and Extension professionals are especially encouraged. We are also looking for innovative ideas that are just that, ideas.

# TOPICS OR AREAS OF INTEREST

NUEC24 will focus on four core elements of building successful urban projects and programs: core competencies, subject matter expertise, personal experiences, and innovation. Therefore, we are looking for presentations and posters that tell the story of work in the following core areas:

## Core Competencies

Presentations will focus on the knowledge, skills and abilities necessary for Extension professionals to work effectively in urban communities. Presentations will address specific programs, projects, or activities, and focus on a skill or ability. For example, topics like survey design, data analysis, hosting focus groups or group dialogue sessions, using social media, etc. specific to urban communities may be included.

# Subject Matter Expertise

The National Urban Extension Leaders (NUEL) has identified five focus areas for urban programming. We seek proposals that share impactful programming in one of these five focus tracks:

- Strengthening Communities
- Protecting the Environment
- Improving Our Health
- Enriching Youth
- Feeding the Future : Local food systems and networks

In addition to these five programmatic focus tracks, we will also host a **Leading Edge Dialogue administrative track**. The format of this track will be panel and participant discussions around urban Extension replicable best practices in line with the NUEL 4P Urban Extension Framework. We are seeking panelists in the following areas:

- *Positioning Extension for Success in Urban Areas*
    - Specific focus areas: marketing or communications plans developed specifically to reach urban audiences, creation or work towards creating a contemporary and accurate image of Extension in urban, development and engagement community advocates for urban Extension, strong Extension administrative support, adjustments or adoption of Extension policies and procedures or state level operations to support urban work, and adjustments or shifts in base Extension funding to support urban work.
- *Personnel Staffing Patterns and Professional Development*
    - Specific focus areas: adaptations in hiring and retention practices to fit needs of urban, inclusion of uniquely urban core competencies in job descriptions, staffing patterns to effectively serve urban, professional development focused on uniquely urban topics, staff performance and

promotion and tenure expectations that align with urban needs, and urban volunteer recruiting, training, and roles.

- *Partnerships that Support Extension's Urban Work*
    - Specific focus areas: building of internal, external, and governmental partnerships, relationships, and networks that enhance Extension ability to work in urban communities, and use of effective urban engagement methodologies.

- *Programming Content and Delivery Modes*
    - Specific focus areas: access to breadth of relevant urban expertise across land-grant universities, program delivery modes that have been adapted or developed specifically to reach urban audiences, program delivery modes to reach larger numbers of urban residents, use of technology or other contemporary new program delivery modes to reach urban audiences, and the use of train-the-trainer models to train staff of other organizations who do direct educational programming with urban residents.

- Research Studies on Any of the Above Specified Focus Areas Under the 4Ps.

# Personal Experiences

Given the conference theme, **Rhythm to the Future**, focus should be on lessons learned and proven methods of research, delivery, outreach, marketing and collaboration in building successful urban projects and programs. Highlight methods for maintaining Land Grant visibility in a sea of educational institutions.

# Innovation

To maintain relevance, we must continue to respond to issues in novel ways and address emerging issues in urban areas.

# PRESENTATION FORMAT OPTIONS

## Individual Presentations

Individual oral presentations on topics related to the conference theme or other topical areas of interest will be 15 minutes in duration and moderated to ensure time restrictions. Presentations should be succinct, with well-developed concepts, applications, and results. Presentations will be grouped by topic for 60 minutes sessions.

## Lightning Talks

Lightning talks are structured and focused presentations on the conference objectives. Presenters will have exactly 5 minutes to present, using 20 slides. Slides will automatically advance every 15 seconds. View [sample presentation](#) and a [how to video](#).

## Poster Presentations

A poster is used by the presenter to describe a project, share research results, outline program summaries or lessons learned as a visual display. The poster includes a brief narrative along with tables, graphs, pictures, and other presentation formats. In PowerPoint, begin by creating one(1) slide. You will have an opportunity to introduce your poster to an audience with other posters of similar subject matter for five (5) minutes. You should provide enough information to capture the participant's interest, which will lead to a conversation about your poster.

Use PowerPoint presentation - choose a blank slide. (The entire poster must be contained in only one slide.) Adjust the slide size to make the poster dimensions a maximum of 36″ x 48″ or 48" x 36" or a smaller size if desired. Save your poster as a .pptx file while you are working on it. (When you are finished and ready to submit your poster, save a copy as .pdf). The poster file size may not exceed 10MB.

# Panel Presentations/Leading Edge Dialogue

## Administrative track

Panel Presentations can be 60 minutes in length with three to five colleagues or peers in an open conversation or discussion on a topic specific to urban communities and will engage the audience in a question and answer/conversational session around urban Extension replicable best practices in line with the NUEL 4P Urban Extension Framework. We are seeking panelists in the following areas:

- Positioning Extension for Success in Urban Areas
- Personnel Staffing Patterns and Professional Development
- Partnerships that Support Extension's Urban Work
- Programming Content and Delivery Modes
- Research Studies on Any of the Above Specified Focus Areas Under the 4Ps.

## How to Submit

All proposals must be submitted online at: https://z.umn.edu/nuec24

Be prepared to provide the following information:

- Indicate what type of **presentation format (Individual Presentation, Panel/Leading Edge Dialogue, Lightning Talk,or Poster)**..
- Provide a **title** (100 characters maximum - no more than 10 words) that briefly identifies the content.  It should be able to stand alone and give the audience a clear idea of what will happen in the session.
- Provide an **abstract** of no more than 200 words, addressing the conference theme, focusing on the innovative aspects of your topic / program and how it addresses urban issues. High priority will be given to abstracts with a clear presentation of methodology or approach, results or outcomes obtained that involve elements of the NUEL 4Ps.

- **Contact information** for the lead presenter / point of contact for a group presentation and all co-presenters:
  - Name
  - Title
  - Organization or Affiliation
  - Complete address (include specific department or bureau, if applicable)
  - Email
  - Phone
- The 2024 NUEC **Individual Presentations, Panels/Leading Edge Dialogue, Lightning Talks,** and **Posters** will focus on four **core elements** of building successful urban projects and programs: core competencies, subject matter expertise, personal experiences, and innovation. If you are submitting a proposal for an **Individual Presentation, Panel/Leading Edge Dialogue, Lightning Talk,** or **Poster** please indicate to what degree your proposal will address the core elements. If you are submitting a proposal to be a **Leading Edge Dialogue Administrative Track** panelist please indicate which **P** (positioning, personnel, partnerships or programming) and which Specific Focus Area your proposal will address.
  - Competencies
  - Subject Matter Expertise
    - Strengthening Communities
    - Protecting the Environment
    - Improving Our Health
    - Enriching Youth
    - Feeding the Future: Local food systems and networks
    - Leading Edge Dialogue Administrative Track
      - Indicate which **P** (positioning, personnel, partnership, or program) and which **Specific Focus Area under that P** your proposal will address.
  - Personal Experiences

- ○ Innovation

# SELECTION PROCESS AND ACCEPTANCE REQUIREMENTS

- Presenters will be allowed only one presentation in which they are the lead author. You may submit more than one proposal where you are lead presenter, but if more than one is selected, you will have to choose which one you will present. There are no limitations on the number of presentations allowed by presenters who serve as part of a team selected to present.
- The Program Committee will review all proposals. Initial selection decisions will be made in December and January with notice to applicants by **February 1, 2024**. Selected presenters will have until **March 1, 2024** to accept. The Abstract Committee has the authority and responsibility for placing sessions in the program at a day and time that best suits the overall program.
- Those interested in presenting at the conference are required to be registered with payment made by the regular registration date (see website for specific dates). Those not registered and paid by that date will be dropped from the program.
- Presenters will have to provide electronic versions of their digital presentations **PRIOR** to the conference to be uploaded on the appropriate computer.
- If you are selected to present at the conference, you will be asked to:
  - Confirm your interest and ability to present.
  - Indicate any special audio-visual or presentation needs you will have. The Conference will provide laptops, projectors (for PowerPoint presentations). Access to in-room audio equipment and Wi-Fi will have to be requested at time of confirmation of acceptance.
  - The Conference intends to share the conference presentations and materials through a variety of media. In addition to their digital

presentations, presenters must provide electronic copies of any other materials at, or prior to, the conference so that they can be further disseminated.

# CONFERENCE CONTACTS

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2024 NUEC Conference Chair

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**Tammy McCulloch**

2024 NUEC Program Committee

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- Indicate what type of **presentation format (Individual Presentation, Panel/Leading Edge Dialogue, Lightning Talk or Poster)**
  - _ Individual Presentation
  - _ Panel/Leading Edge Dialogue Presentation
  - _ Lightning Talk
  - _ Poster
- Provide a **title** (100 characters maximum - no more than 10 words) that briefly identifies the content and audience. It should be able to stand alone and give the audience a clear idea of what will happen in the session.

**Title**:

Provide an **abstract** of no more than 200 words, addressing the conference theme, focusing on the innovative aspects of your topic / program and how it addresses urban issues. High priority will be given to abstracts with a clear presentation of methodology or approach, results or outcomes obtained that involve elements of the NUEL 4Ps.

**Abstract**:

**Contact information** for the lead presenter / point of contact for a group presentation and all co-presenters. Individual, panel and poster presentations may have a maximum of four presenters, including the lead, whereas the lightning sessions can only have one presenter. Each presenter should be prepared to pay for conference registration should their proposal be selected

1. Lead Presenter
   Title
   Organization
   Address
   Email
   Phone

2. Co-Presenter:
   Title

Organization
Address
Email
Phone

3.    Co-Presenter:
    Title
    Organization
    Address
    Email
    Phone

4.    Co-Presenter:
    Title
    Organization
    Address
    Email
    Phone

5.    Co-Presenter:
    Title
    Organization
    Address
    Email
    Phone

- ■ The 2024 NUEC will focus on four **core elements** of building successful urban projects and programs: core competencies, subject matter expertise, personal experiences, and innovation.  Please indicate to what degree your proposal will address the core elements.
    - ○ Competencies
    - ○ Subject matter expertise
        - ■ Strengthening Communities
        - ■ Protecting the Environment
        - ■ Improving Health
        - ■ Enriching Youth
        - ■ Feeding the Future

- - ■ Administration/Leading Edge Dialogues
  - ○ Personal Experiences
  - ○ Innovation