

SEMINAR PROPOSAL FORM
WISCONSIN 4-H & YOUTH CONFERENCE, MADISON, WISCONSIN
JUNE 26-27, 2012



PROPOSALS DUE TO THE STATE 4-H OFFICE BY DEC. 1, 2011.

For State 4-H Office use only:

4-H Specialist:

Phone: _(____)_____

✓	Preferred Time Period(s): (Check all times that apply)
	Tuesday, June 26, 2011 all day with break for lunch, 9:00-3:15
	Tuesday, June 26, 2011 morning session, 9:00-11:15
	Tuesday, June 26, 2011 afternoon session, 1:00-3:15
	Wednesday, June 27, 2011 all day with break for lunch, 9:00-3:15
	Wednesday, June 27, 2011 morning session, 9:00-11:15
	Wednesday, June 27, 2011 afternoon session, 1:00-3:15

1. **Seminar Title:**
2. **Number of participants:** Maximum should include chaperones. maximum: ____; minimum: ____.
3. **Seminar Participant Fee:** (Check one)
 Do not charge a participant fee.
 Please charge the following participant fee: \$_____
4. **Is this seminar repeated or does instructor wish to teach additional seminars?** ___Yes ___No
5. **For what grades is the material taught in this seminar appropriate?** (Choose one)
 7th-8th grade 9th-10th grade 7th-10th grade
6. **Seminar Description:** Give complete seminar description as you want it to appear in the conference registration guide.
7. **Contingency Plan:** If your seminar is weather dependent, such as any outdoor activity, describe alternative plan and facilities needed. (*Students will not be transferred to different seminars in case of bad weather in consideration of instructors who prepare for a specific number of participants.*)
8. **Facility Arrangements** (Check one)
 I will make necessary facility arrangements. (Give building name, room number and address.)
 State 4-H Office should make facility arrangements. Room set-up desired: (Check one)
 Moveable tables and chairs
 Open space with classroom desk-chairs around the outside (no tables needed)
 Fixed tables and chairs (lecture hall style)
9. **Desired Location:** _____
10. **AV Equipment:** (Check one)
 I will provide my own AV equipment.
 State 4-H Office should provide AV equipment (check equipment needed.).
 Flip chart, markers & easel
 LCD projector & screen (*please note if you can supply your own; cost is \$150 to rent one!*)
 Computers (*please provide laptops or build in computer lab costs of \$400/half day*). How many? ____
 Other: _____

11. Bus Transportation: (Check one)

- () No. Bus transportation is not needed.
- () Yes. Bus transportation is needed. (Give specific destination and address)

12. Boxed Lunches (Check one)

- () No. Boxed lunches are not needed; participants will return to cafeteria for lunch.
- () Yes. Boxed lunches are needed; participants will not return to cafeteria for lunch.

13. Instructor(s) information: The following information is **required** for **every** instructor. UW-Extension employees may be reimbursed for expenses only although non-Extension employees are allowed both expenses and an honorarium.

Name: _____ Title & position _____
 Street Address: _____ Cell phone during conference: (____) _____
 City/State/Zip: _____ UWEX Employee: () Yes () No
 e-mail _____

Name: _____ Title & position _____
 Street Address: _____ Cell phone during conference: (____) _____
 City/State/Zip: _____ UWEX Employee: () Yes () No
 e-mail _____

Name: _____ Title & position _____
 Street Address: _____ Cell phone during conference: (____) _____
 City/State/Zip: _____ UWEX Employee: () Yes () No
 e-mail _____

14. Lodging for instructors will be provided at the dorm, if needed. (Indicate only if needed.)

Name of person needing a room	Gender	Monday night	Tuesday night	Wednesday night

15. Meals needed - _____

16. Parking permits needed? () yes () no

Name(s) of person(s) needing permits	Check day(s) needed			
	Monday	Tuesday	Wednesday	Thursday

17. Any other comments or information:

Proposals due December 1, 2011 to WI 4-H Outreach, 436 Lowell Hall, 610 Langdon St., Madison WI 53703

STATE SPECIALISTS: PLEASE ENTER ALL INFORMATION INTO THE EXCEL SPREADSHEET
<g:coop/4h/YthConference/12sems/12-Master Info> **BY DEC. 7, 2011.**



University of Wisconsin-Extension