



## COLORADO OPEN SPACE ALLIANCE

### 11th Annual Conference

September 13-15, 2010

Doubletree Hotel - Denver North

8773 Yates Drive, Westminster, Colorado

### CALL FOR [FIELD TRIP](#)\* PROPOSALS

\*Field Trips scheduled for Tuesday afternoon, September 14

Please Follow Directions and Complete Thoroughly

*All Proposals Due: [FRIDAY, March 19, 2010](#)*

#### Designing Your Field Trip Proposal

- **AUDIENCE:** Target a specific audience. COSA Participants are outdoor enthusiasts. Your field trip might involve a mountain bike ride of varying difficulty, hikes of varying difficulty, a guided walking tour, a guided bus tour, a historical or interpretive tour or any combination of these activities. The experience and skills of COSA participants vary tremendously from new volunteer board members to local government staff members with years of experience.
- **OBJECTIVES:** Develop specific objectives for the field trip. Do you have a fabulous partnership that resulted in a successful project you'd like to share with COSA participants? Do you want to facilitate discussion while examining results from new approaches or management guidelines? Or do you want to experience why the western metro area is a popular recreation destination?
- **DURATION:** Field Trip duration is typically four to four and one-half-hours, including round-trip transportation from Conference site to Field Trip destination. [Field Trips are scheduled for Tuesday, September 14 between 12:30 and 5:00 p.m.](#)
- **TRANSPORTATION:** Please describe the transportation necessary for your field trip. Will your agency provide it or will there be a charge? Please estimate any transportation charges. Your field trip proposal will be most successful if you are able to provide transportation to the field trip site for all participants. If there is a limitation to the number of participants for your particular proposal, be sure to note that number.
- **WAIVER/RELEASE:** COSA will provide a general waiver/release form for all conference attendees. If your organization/jurisdiction requires another form of waiver/release, you will be responsible for securing such waivers for participants on your field trip.

#### Session Selection Criteria

The COSA Steering Committee will review and select [Field Trip](#) proposals using the following set of criteria:

- Relevance of the topic to *local open space and trail-based recreation/environmental education programs and other conservation organizations.*
- Overall balance of offerings based on type and level of activity.
- Ability for the audience to interact
- Provision of transportation

#### Field Trip Coordinator Requirements

- For field trips that utilize a group of facilitators, one coordinator must communicate all necessary information to all involved with leading the field trip. **COSA will only send information to the Field Trip Coordinator.** Field Trip speakers/leaders may register to obtain a name tag and have contact information for follow up after the conference. There will be no registration fees required if they are only involved in the Field Trip portion of the conference.
- Submit final field trip description by end of business [FRIDAY, March 19, 2010.](#)

- Register for the COSA conference by **July 15, 2010** to receive the early registration discount. If staff/volunteers leading field trips are **not** participating in any other facets of the conference, no registration fee is required
- Handouts related to the field trip must be provided in adequate quantities at the time of the field trip. Facilitators may provide handouts following the conference in the form of a PDF for posting on the COSA web site. COSA will contact you with the number of participants signed up for your field trip at least 2 weeks prior to conference day. Actual numbers may vary from those registered.

### **Field Trip Presenters: Note the Fine Print**

Neither honoraria nor travel expenses will be paid to field trip facilitators. All facilitators are required to register and pay\* the conference registration fee. \*Consideration may be given to non-governmental open space program presenters to discount conference registration in lieu of honoraria. Staff/volunteers leading field trips that are **not** participating in any other facets of the conference may register to receive name badges and have contact information for followup.

### **Important COSA Deadlines**

Wednesday, March 17 Workshop/Session Proposals due (see <http://coloradoopenspace.org>)

**FRIDAY, March 19 Complete field trip proposals due including names of facilitator(s) bio, topic, outline, summary, transportation description.**

End of April COSA notifies applicants about the status of their proposals

**July 15 Early registration deadline**

End of August COSA provides final details including estimated session attendance

August 31 Registration deadline – **Walk-In rate applies on August 31.**

September 13-15 Conference dates

### **Submittal Instructions: *Following these instructions will save both you and COSA precious time!***

1. All proposals are due by close of business on **FRIDAY, March 19, 2010**.
2. Preferred method of submission is **electronic**.
3. For inclusion in the review process, your proposal **MUST** include the following information:
  - Contact information** including name, phone, organization, address and email.
  - Title for your Field Trip. Interesting titles tend to draw more participants.**
  - Clear, concise description** for use in marketing materials and conference program (**one paragraph/75 word maximum**). Please be sure to accurately describe what you plan to do.
  - Transportation plan for participants (can you provide multi-passenger van/s or buses and drivers to transport participants to and from conference site to your location/s? If not, what costs do you anticipate for COSA?)
  - Would your field trip require an advance breakout session (approximately 75 minutes) to present more complex components before departure? Please submit a **Session Proposal** as well (See <http://coloradoopenspace.org>)
  - Will you be providing handouts? Handouts will be made available on the COSA website if provided as a PDF.
4. Submit proposals by one of the following methods, listed in order of preference.
  - a. by e-mail in a Word document (Word 97 or below) or PDF file with the subject line "**COSA Field Trip Proposal**" to [trock@jeffco.us](mailto:trock@jeffco.us)
  - b. by fax with the subject line "**COSA Field Trip Proposal**" to attention of Thea Rock, 303-271-5955.
  - c. By mail. If you choose to submit your proposal via mail, please keep in mind that it must be received by close of business on Monday, March 15, 2010. Proposals should be mailed to:
 

**COSA Field Trip Proposal**  
Attn: Thea Rock  
700 Jefferson County Parkway, Suite 100  
Golden, CO 80401
5. COSA will contact you by the end of April to notify you whether or not your proposal has been selected. **Please note that the program committee may request a Field Trip proposal be modified, renamed or reconfigured.**

**Questions?** If you have any questions, please contact Thea Rock at 303-271-5902; [trock@jeffco.us](mailto:trock@jeffco.us)