



**American Horticultural Therapy Association.**

## **2018 Request for Proposals**

***Planting with a Purpose: Engaging in Horticultural Therapy***  
Denver, Colorado | October 5-6, 2018

### **A request for proposals to present at the 46th American Horticultural Therapy Association Annual Conference**

As horticultural therapists and allied health practitioners, we understand the importance of networking with our peers and sharing our ideas, successes, and experiences. Connecting with people from diverse backgrounds, regions, countries, and organizations is key to life-long learning and growing in the field of horticultural therapy. Digging deeper into our profession, learning new and innovative ways to deliver our services, getting our hands dirty, and demonstrating what drives our passion for horticultural therapy are the goals of this year's AHTA Annual Conference in the nature-rich region of Denver, Colorado.

In this spirit, AHTA is accepting session submissions in the following areas:

- Successful programs designed for underserved populations
- Innovative treatment interventions using plants, natural materials, other meaningful ingredients
- Activities and projects that meet the needs of specific populations
- Expertise, experience, and explanation about conducting research and getting published
- Genesis of a successful horticultural therapy program
- Discussion groups for practitioners working with similar populations to share challenges, successes, and hopes
- Serving the community through outreach-based horticultural therapy programs
- Funding resources, grant writing, and other sustainable measures to maintain program financial resources

Presenters will be selected from proposals submitted in response to this Request for Proposals by a peer review panel. Please submit your proposal online by **April 17, 2018**. Notification of decisions will be sent by **May 11, 2018**.

Submissions must include all information requested. Please note: biographical information requested **MUST** be in the format described within "Proposal Submission Guidelines."

If technology is required for presentation:

- Presenters are required to bring their own laptops. AHTA will provide a screen, projector, speakers for audio, podium with microphone(s), PC adapters, and wireless advancers.
- Presenters using MAC/Apple products should bring the appropriate dongle to connect to a 12 pin (standard) LCD projector.



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- Presenters are required to register for the conference and will receive a discounted rate.
- Presenters are required to provide their own handouts, although the handouts can be posted on a secure AHTA site prior to the conference for attendee downloading prior to the conference. If printed handouts are preferred, copies must be provided by the presenter.
- Presenters will have an LCD projector and microphones (if necessary) available for their use. Any other audiovisual needs cannot be guaranteed and must be approved in advance. If using videos, presenters should embed videos within the presentation rather than relying on a browser, as internet is not provided.

### Online Proposal Submission Guidelines

**Please read thoroughly prior to beginning your online submission. This document is intended to be used as a helpful guideline in preparing your RFP.**

#### Session Content (all required unless noted otherwise):

- Title of proposed session
- A brief description of the session: Limit 30 words. If your proposal is accepted, this will be inserted into the printed conference program to describe your session. The word count may not be exceeded.
- Briefly explain why this session should be at the AHTA Annual Conference. Indicate where and when this presentation was previously given (if applicable).
- Session content and methodology: Please be brief - yet thorough and descriptive.
- Learning outcomes: Three learning outcomes should be provided that are measurable and indicate what the audience will learn by participating in this session. State, for example: "At the end of this session, participants will be able to . . ."
- Audience skill level of session: basic/intermediate/advanced

#### Session Formats:

- Workshop/Interactive: 60 or 90 min.; Begins with explanatory or introductory information and then leads the participants in a type of interactive participatory or hands-on activity. Material support from the local team may be available.
- Lecture/PowerPoint presentation: 60 min. A single presenter who facilitates a focused presentation on a particular topic, program, or organization.
- Panel Discussion: 60 min. Two or more speakers; each speaker presents different aspects, perspectives or thoughts on a particular topic leaving time for discussion at the end.
- Roundtable Discussion: 60 min. Moderator leads and guides a group discussion on a particular topic or population. Rooms will be set for round tables of up to eight chairs per table.



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Please note that the 60/90 minute formats may also include a Q&A portion. Rooms will be assigned based on your presentation type and preferred room setup. Please note that all sessions will be limited **only** to the maximum number of attendees a room can hold.

### Room setup:

- Banquet round tables (holds up to 90)
- Theater style - chairs with no tables (holds up to 150)
- Classroom style - rectangular tables with chairs (holds up to 80)

### Speaker Information:

- For printed program: A biographical summary (30 words maximum) with professional credentials for each participant, highlighting competency in the subject matter. Note that you must have a biography **for at least one speaker** when submitting your proposal. All others may be submitted at a later date if necessary.
- (Optional) For online program/email marketing: A biographical summary (100 words maximum) with professional credentials for each participant, highlighting competency in the subject matter. Please do not send a resume in place of the summary. The word count may not be exceeded.

Accepted presentations shall be posted, with the authors' permission, on the AHTA website for attendees to access following the conference.

**RFPs will only be accepted via the online submission form. The form cannot save data, so please be prepared to fully answer all questions above in one sitting. RFPs will not be accepted by email.**

If you have any questions, please contact the AHTA office at [info@ahata.org](mailto:info@ahata.org) or 1-888-294-8527.

**Submit your proposal today!**