

2023 NETA Conference September Session RFP

September 10-13, 2023 | Hybrid (In-Person & Virtual)

"Don't go through life, grow through life." - Eric Butterworth

We believe equipping individuals with professional growth opportunities leads to thriving stations creating a stronger foundation for a sustainable public media system.

We are looking for proposals that encompass impactful, interactive learning. We want you to help your fellow colleagues grow through connections and extended learning opportunities.

Please join us for a meeting to ask questions and get best practices on how to engage with the virtual audience: Wednesday, May 31 at 2PM ET. [Register here for the meeting.](#)

Request for Proposals: Breakout Sessions

NETA is pleased to announce a request for breakout session proposals for the 2023 NETA Conference, September 10-13 (virtual and in-person, Grand Rapids, MI).

The online proposal form will be open Monday, May 22 through Friday, June 16. Voting opens the week of June 26.

The NETA Conference is dedicated to providing public media professionals with meaningful and relevant connections to the people and ideas that are at the heart of our mission to educate, engage, and entertain. It's a time to get energized with new ideas, deeper insights, and connections.

Breakout sessions are one of the highlights of the conference and we want to ensure everyone has meaningful, relevant, and interactive learning opportunities. All sessions will be a hybrid environment with live, in-person presenters.

Before submitting a proposal, please carefully read through the following information.

Session Focus

NETA invites our members and public media organizations to submit breakout session proposals for consideration.

While proposals on all relevant areas to public media are welcome, we are seeking to offer sessions produced by NETA Members that are innovative and forward thinking, share new opportunities, demonstrate impact and how it was measured, and engage diverse, underserved audiences. If possible, share your budget, funding model, and/or grant proposals. Please consider how Diversity, Equity, Inclusion, Belonging, and Accessibility will impact your session.

We are looking for proposals that encompass impactful interactive learning. We are seeking breakout sessions that can extend throughout the year, beyond a one-time session at the conference.

Suggested interactive learning format:

- Opening activity/question
- Presentation
- Q&A break
- Share ideas/challenges

Core focus areas for the conference include one or more of the following:

- Content (production & programming)
- Education (early learning, K-12, youth media, lifelong learning)
- Community Engagement
- Marketing & Communications
- Professional Growth & Station Innovation (strategy, team growth)

Session Format

All sessions are scheduled to be hybrid and 60 or 90 minutes in length. Every speaker must be in-person. We will not be accepting virtual presenters and speakers at this year's conference.

As you develop your session ideas, think about how you can incorporate attendee participation and active engagement – both for in-person and virtual participants.

Public Media Learns (PML)

If your session is not selected for the conference, you will have the opportunity to present in a [Public Media Learns](#) online course. Subjects and sessions must be approved by NETA. If you are not familiar with PML, check out the *Navigating Public Media Learns* webinar hosted by the NETA Community Engagement PLC in the [Webinar Archives](#). (Only NETA Members have access to archived webinars).

Do you have a great idea that you want to share during or between conferences? Want to incorporate group conversation beyond the conference? Have you ever thought, "I want to teach/share this with others?" Including Public Media Learns is a great way to do more with your session. NETA will assist with creating a course that will be hosted on the PML platform. Take a look at our [other courses on PML](#) to inspire ideas.

Not sure what Public Media Learns is? PML is our online learning professional development platform for all public media system employees.

Session Schedule

There will be space for up to 25 live breakout sessions scheduled (Eastern Time) on September 12 and 13. Subject to change.

Responsibilities

Primary Producer

NETA requests that one primary producer is identified for each session. The primary producer is the main point of contact for NETA and responsible for organizing session content, speakers, and other logistics. The primary producer is responsible for meeting all conference deadlines to ensure the session is included in the conference. If the proposal includes a PML course, the primary producer will continue to be the main point of contact through the duration of the course.

Registration

All accepted primary producers are responsible for registering and attending the in-person conference. The primary producer of the session is responsible for coordinating these details with each of the session speakers. Additional speakers are responsible for in-person registration. All speakers must be registered by August 16, 2023. There are no discounts for speakers or presenters.

Sharing Resources

The primary producers will be responsible for uploading session resources (deck, documents, etc.) based on the breakout session timelines. These resources will be shared with conference attendees and NETA membership following the conference. If your proposal is selected, you will be provided with instructions on uploading your presentation materials.

Selection Process

Session proposals will be selected through a review process that includes systemwide online voting, review by the NETA Peer Learning Communities Executive Committees, NETA Board, and NETA staff.

Timeline

Date	Action Item
Monday, May 22	Open breakout session RFP form
Wednesday, May 31	Breakout session Q&A meeting
Friday, June 16	Deadline to submit session proposal
Week of June 26	Online voting open for Board, PLCs, & Committee
Week of June 26	Online voting open (close July 7)
Monday, July 10	Conference registration open (NETA Members only)
Week of July 17	Review with NETA Leadership and Conference Curriculum Committee
Monday, July 24	Notification sent to all session submitters (producers have until Friday, July 28 to confirm acceptance)
Monday, July 24	Conference registration open for everyone
Monday, July 31	Announce line-up of sessions
Week of August 7	Strategy meetings with session producers
Wednesday, August 16	All speakers registered for in-person conference
Friday, September 1	Deadline for final session details in conference platform
Wednesday, September 6	Deadline for final presentations to Maria
September 12 & 13	Hybrid Breakout Sessions
Monday, September 25	Deadline to submit final deck/materials for Public Media Learns

Proposal Form

The online session proposal form will **open on Monday, May 22 and close on Friday, June 16**. To help you prepare, please **review the proposal questions in the appendix**.

All breakout session proposals must be submitted online.

Questions?

Contact Maria Rodillo | mrodillo@netaonline.org or 803.977.0676

Appendix

2023 NETA Conference Session RFP Questions

The session request for proposal online form will open on **Monday, May 22 and close on Friday, June 16**. To help you prepare, we've created a planning guide that includes the questions and information that will be requested. All session proposals must be submitted through the [online form](#).

Sections marked with an asterisk (*) are required.

Contact Information*

Provide contact information for the primary producer for this session. This person is the main point of contact for NETA and responsible for organizing session content, speakers, and other logistics.

- First Name*
- Last Name*
- Title*
- Organization*
- City*
- State*
- Work Email*
- Work Phone Number*
- NETA Member, Public Media Partner, Non-NETA Member

Diversity

NETA is committed to diversity and providing professional development sessions that offer diverse perspectives and are inclusive. The following questions are **optional**. If you choose to answer these questions, please do so from the perspective of the primary producer of this session.

Ethnicity - Please select only one.

- Indigenous American or Alaska Native
- Asian
- Black or African American
- Hispanic, Latino, or Spanish
- Native Hawaiian or other Pacific Islander
- White
- Two or more races
- Other race, ethnicity, or origin

Gender - Please select only one.

- Female
- Male
- Prefer to self-identify

Session Title*

The title should be descriptive, but brief. In some cases, attendees will only see the title of your session, so pick one that will help the reader make an informed decision.

Session Description*

The description should briefly share the topic and learning outcomes of this session. What will attendees gain by participating in this session? (1,000 character limit.)

Learning Outcomes / Key Insights*

Share what attendees can expect to learn and how they can apply this knowledge in their work, communities, and/or with colleagues. (1,000 character limit.)

How will this session be engaging and interactive?

Share how you plan to organize the session to engage and interact with participants – in-person and virtually. Also, include how the session will be structured, i.e., moderated interviews, debate, stacked presenters, small group discussion, etc.

Facilitators / Speakers

We understand that you may not have confirmed speakers yet. Please fill out as much as possible. If your session is selected, you will need to confirm all speakers by August 16, 2023. Please note that breakout sessions are limited to four speakers.

Speaker 1: First Name, Last Name, Title, Organization*

Facilitator 1: First Name, Last Name, Title, Organization

Additional Speakers:

Speaker 2: First Name, Last Name, Title, Organization

Speaker 3: First Name, Last Name, Title, Organization

Speaker 4: First Name, Last Name, Title, Organization

Voting Category / Track*

Your colleagues will have an opportunity to vote for their favorite sessions proposals. The following categories will help organize sessions during the voting process and learning tracks during the conference. Select all that apply.

- 1) Content
- 2) Community Engagement
- 3) Education
- 4) Marketing/Communications
- 5) Professional Growth & Station Innovation (strategy, team growth)

Format (check one)

- ☐ Live session, 60 minutes
- ☐ Live session, 90 minutes

Public Media Learns

If your session is not selected for the conference, would you be willing to share your session on Public Media Learns in webinar or meeting format?

- Yes
- No
- Maybe

How will Diversity, Equity, Inclusion, Belonging, and Accessibility impact your session?

Please share any other helpful information about your session.

What would you like your audience to know before coming to your session?

Please share any other helpful information about your session.

Who would benefit most from your breakout session?

Small station? Large station? University licensee? Who do you think would get the most out of your session?

Agreement

By submitting a session proposal, you agree to attend the 2023 NETA Conference in-person, if your session is selected.

Next Steps

You will receive an email copy of your session proposal once it is submitted. If you don't receive a copy, or if you have any questions, please contact Maria Rodillo at mrodillo@netaonline.org.

Thank You and Good Luck!

"What you do makes a difference, and you have to decide what kind of difference you want to make." - Jane Goodall