



# UNITED STATES DRESSAGE FEDERATION™

**USDF**

## **USDF University**

### **Proposal for Educational Session during the USDF Annual Convention**

#### **General Information**

USDF accepts proposals from the USDF membership, prospective speakers, and other interested parties for University sessions to be held at the USDF Annual Convention. After review, in consultation with USDF councils and committees as applicable, topics and presenters are submitted for approval to the USDF Executive Board. At its Spring meeting, the Executive Board considers the sessions to be scheduled at the Annual Convention. Educational offerings are a major component of the USDF Convention, therefore this lead time is necessary to enable USDF to contract with recommended speakers and successfully promote the event.

The topics selected and the number of sessions scheduled may vary from year to year depending on the convention format and agenda.

#### **Guidelines for Session Topics**

- Sessions must have an educational focus and not be product endorsements.
- Sessions may be of a general equestrian nature (but should reflect how it enhances dressage).
- Sessions should appeal to a broad sector of the USDF membership rather than being geared towards a specific group (such as competition managers or GMO representatives).
- Sessions directly related to the work of USDF councils or committees should have the support of those councils or committees.

#### **Guidelines for Session Presenters**

- Presenters should be experienced speakers who are recognized authorities on the subjects on which they will be speaking.
- Presenters need not be USDF members or recognized specifically in the dressage community.
- Presenters should enhance their presentations with audio/visual aids and provide handouts to maximize benefit to the attendees.
- Presenters involved in panel sessions must be able to coordinate the presentation with other panelists prior to the session.

#### **Due Date for Proposals**

- February 1

#### **Proposal for an Educational Session at the USDF Annual Convention**

- Please be specific about the proposed topic. The more complete the proposal is, the more likely it is to be considered.
- Please be sure to include your contact information as USDF may wish to contact you for further information on your proposed topic and/or presenter.
- Please note that acceptance of your proposal does not guarantee that the proposed speaker(s) will be available and willing to participate. USDF may substitute a different presenter if those proposed are not available, or may defer the topic until a preferred speaker is able to participate. Additionally, USDF may approve your proposed topic but select a different presenter (or vice versa).
- Proposals will be automatically considered for the next two USDF conventions. After that, you must resubmit your proposal in order to have it considered again.



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*(Please print clearly)*

**General Topic:** \_\_\_\_\_  
*(Examples: equine law, musical freestyle, sport horse breeding)*

**Proposed Title of Session:** \_\_\_\_\_  
*(May be left blank if you are not the proposed presenter)*

**Proposed Presenter:** \_\_\_\_\_  
*(If a panel, proposed moderator)*

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Full Address:** \_\_\_\_\_

**If a panel, names of proposed panelists:**

\_\_\_\_\_

**Alternate Presenter:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Biographical Information on Proposed Presenter(s):**  
*(Describe what qualifies the presenter(s) to speak on this topic)*

**Detailed Description of Topic** *(please elaborate on the general topic given in #1; for example, if the general topic is equine law, describe what specific aspects of equine law will be presented – liability, contracts, etc.)*

**Please indicate where this presentation has been previously given and/or list USDF members who may be familiar with this or other presentations by the proposed speaker(s):**

**Name of Proponent (please print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Proponent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form to:

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