NATIONAL TRUST
for HISTORIC PRESERVATION®

2008 National Preservation Conference

Preservation in Progress

October 21 – 25, 2008
Tulsa, Oklahoma

FIELD SESSION PROPOSALS

The National Trust invites you to participate in the 2008 National Preservation Conference in Tulsa, Okla. The conference is the premier educational and networking event for community leaders, volunteers, and staff of the historic preservation movement. Field sessions take conference attendees into the community and region for a first-hand look at local preservation projects, topics, and sites, and teach lessons that attendees can apply in their own communities.

This is your opportunity to showcase Oklahoma to more than 2,000 preservation professionals from across the United States. What makes your city special? What successes have you had, and where have even your best efforts failed? What can you offer other preservationists as lessons, advice, suggestions, great ideas, and strategies? Show off your significant historic sites, buildings, and landscapes. Demonstrate your strategies to save buildings and local history. Be a part of this once-in-a-lifetime opportunity.

The National Trust uses an internet-based Session Proposal Submission system which is accessible through the conference website, www.nthpconference.org. All proposals must be submitted through the web-based system. Please review the important information below and if you still have questions, e-mail conference@nthp.org or call 202-588-6095.

The information below is essential for preparing your proposal for a field session for the Tulsa National Preservation Conference.

Key Deadlines in 2008

Friday, January 11	Deadline for field session proposals
Week of March 10	National Trust notifies applicants of acceptance or rejection of proposal
March 10-28	National Trust edits final description and sets ticket price for inclusion in Preliminary Program. Session managers review edited descriptions.
Monday, April 7	Session managers receive budget and speaker paperwork
Friday, April 25	Session budget and final speaker information due
Monday, June 2	National Trust mails Preliminary Program to session managers
May/June	Dry runs conducted with session managers
Monday, July 28	Final itinerary, budget, routing map, confirmation of tour guides, and logistical arrangements at sites due to conference office
Friday, August 29	Deadline for check requests to National Trust for vendor deposits
Friday, Sept 26	National Trust confirms final logistical arrangements
October 21-25	2008 Tulsa National Preservation Conference
Friday, December 5	Expense reimbursement forms due

continued...

Guidelines for Designing Your Field Session

- Field sessions provide opportunities for interaction among attendees and individuals involved in the specific project, issue, or neighborhood addressed by the field session. The field session should offer an in-depth look at the particular topic with visits to appropriate sites, and ample time for discussion, observation, and interaction.
- Consider what you want people to learn from the session. These objectives should be included in the session description in the Preliminary Program. Rather than presenting broad philosophical topics, sessions should teach specific skills or cover critical issues in the field. Participants are interested in how programs and processes can be applied in their own work.
- Determine the maximum number of people who can participant in the field session. Conference staff can work with you to determine methods for maximizing attendance. Consider the space limitations at the site(s), number of available guides, number of times the tour can be repeated, type and capacity of transportation, etc. The session should accommodate at least 30 people. We will sometimes offer field sessions multiple times.
- The National Trust will make transportation arrangements for the session. The Field Session Manager will help to determine the best mode of transportation (e.g., bus, walking, trolley, minibus, public transportation, and/or boats). For non-walking tours, $20 will be incorporated into the ticket price to cover the cost of transportation.

Itinerary

- Develop a specific itinerary for the session (see sample at the end of this document) that provides a detailed, timed agenda listing each stop in the order it will occur. Indicate group size limitations at sites, accessibility issues, and expenses. Include a brief description of each site to be visited and its contribution to meeting the learning objectives. If sites are to be viewed while riding by on bus tours, please indicate this on the schedule.
- The start time for the session is when the group departs the hotel and the end time is when it returns to the hotel.
- Allow adequate time to walk between sites, taking into consideration the number of people in the group and the need to reassemble at the next site.
- At each site allow 5 minutes to unload the bus and 10 minutes for re-boarding and head count.
- Use travel time between sites to provide attendees with overview and background information.
- Note sites that restrict the number of people allowed inside and indicate how this will be accommodated.
- For all-day tours, indicate which stop will include lunch and where it will be served. If lunch is to be outdoors, be sure to identify an indoor site as a backup in case of inclement weather.

Route (Map and Written Directions)

- Prepare and submit to the conference staff a map of the route that begins and ends at The Tulsa Convention Center, and indicate each site to be visited. Mark the route with directional arrows.
- Provide detailed written directions that correspond to the map.
- Investigate possible construction projects or other activities that may cause delays or re-routing.

Handouts

- Work with your guides to produce detailed handouts that define terms, outline procedures used in the project, and summarize the important points of your session. Legal and technical terms used in discussions should be defined. The handouts should provide enough information to serve as future reference material.
- Contact information should be provided for every site and speaker.

Key Logistical Considerations

Walking Tours:

- Noise level from traffic (if overly loud, guides may need to convey information in smaller groups—one guide for 12-15 people);
- Traffic on streets during day and time of event;
- Places to cross where attendees will not have to dodge traffic;
- Room on the sidewalk for the group to gather while looking at the exterior of sites;
- Wheelchair accessibility while traveling to and touring sites.

Bus Tours:

- Height of overpasses;
- Holding/parking areas at sites;
- Weight limit on small bridges;
- Access and distance to site from parking area;
- Width of entrance gates at sites for buses;
- Adequate turning radius for buses;
- Bus restrictions in some neighborhoods and on some streets.

Budget

- The budget for the field session will be developed jointly by the conference staff and the Field Session Manager. Every effort is made to keep ticket prices affordable, but prices must cover all expenses associated with the field session.
- Assistance in planning and conducting the field session must be on a volunteer basis. The budget for the event does not include salaries or consultant fees. A complimentary conference registration is offered to the Field Session Manager.
- A discounted conference registration rate of $135 is offered to the Field Session Assistant, an individual who has assisted with the planning and/or execution of the field session.
- Entrance fees are often waived or deeply discounted by sites when they learn the educational objectives of the visit and the nature of the audience—preservation colleagues from around the country. Waiving or minimizing entrance fees helps to keep down the ticket price the National Trust must charge to cover expenses for the field session.
- Refreshments (e.g., fruit, soft drinks, etc.) may be offered. All-day field sessions must include lunch. Refreshment costs must be included in the ticket price.
- The National Trust prefers to be billed at the conclusion of the session for the actual number of participants. If this is not possible, advance payment for the anticipated number of participants can be arranged and a second payment issued for the balance after the session. Arrangement for pre-payment of all fees must be made with the conference staff 30 days in advance of the field session. Check request forms and reimbursement forms will be provided and reviewed during the dry run of the field session.
- Field Session Expense Reimbursement Requests from Field Session Managers must be submitted by Friday, December 5, 2008. Original receipts must be included. Expense reimbursement request forms will be provided and reviewed during the dry run of the field session.
- Confirm the logistical arrangements with each site in writing. Confirm the event date, time, anticipated group size, costs (e.g., lunch, entrance fees, or handouts), payment arrangements (pre-payment or invoice), and any other arrangements in writing. Please send copies of this correspondence to the conference staff and include the contact person, business address, e-mail, and telephone and fax numbers for the site. This information is critical in the event of an emergency.
- Bus costs are estimated to be $20 per person. Please use this figure when determining your budget. The National Trust makes all the transportation arrangements for the field sessions.
- A $7/per person ticketing fee must also be factored into the field session budget. This fee covers the administrative costs of ticketing each field session or special event.

Field Session Manager Responsibilities

- Design a field session that focuses on a specific preservation issue or theme and provides an opportunity for attendees to interact with individuals involved in a specific project, topic, and site. Multiple sites can be visited.
- Select and arrange site visits that best demonstrate the focus issue or theme. Develop the itinerary, including a schedule, route, and maps. Confirm all arrangements in writing and provide conference staff with a copy of the correspondence.
- Select tour guides and confirm arrangements in writing. Provide conference staff with a copy of the correspondence.
- Develop and adhere to a budget for the field session. Determine method for payment of expenses. Overages are the responsibility of the session manager.
- Dry run (test) the field session in May or June, 2008, with National Trust conference staff.
- Accompany the field session. The Field Session Manager is the one person who fully understands the schedule and logistics of the event and is responsible for keeping the event on schedule. He or she should accompany the tour group the entire time.

Selecting Guides

- Determine how many guides will be needed to escort the group. Bus tours require at least one guide per bus. Walking tours require one guide per 12-15 people. Additional guides familiar with the specific sites being visited may also be asked to participate.
- Guides who escort the field session should be knowledgeable about the preservation issues being addressed. It is helpful if they have conducted similar events in the past.
- On-site guides should present information specifically related to the preservation issue or theme of the field session rather than offer the general visitor/tourist presentation. If knowledgeable and experienced guides are not available at the site, the Field Session Manager must provide them.
- Confirm the event date, time, anticipated group size, and the issues that will be presented to the group with the guides in writing. Please send copies of this correspondence to the conference staff and include the guide's title, organization, business address, e-mail, and telephone and fax numbers.

Dry Run of Field Session

- All field sessions will be dry run (tested) by National Trust conference staff in May or June 2008. Field Session Managers will be contacted to arrange a mutually convenient date and time.
- The dry run focuses mainly on the logistics of the field session. The Field Session Manager is required to accompany the conference staff so that access can be obtained at all sites and logistical arrangements discussed and confirmed. It is desirable, but not required, that presenters or guides be available.
- The length of time required to complete a dry run for a local half-day field session is usually two hours. Dry runs for all-day tours can often be accomplished in four hours if the sites are not too far from the conference hotel.
- The dry run checklist will be provided in advance so that the Field Session Manager can prepare for the visit.

Conducting the Field Session

- All field sessions will depart from The Tulsa Convention Center.
- Plan to arrive 30 minutes prior to departure. At this time the Field Session Manager will receive an updated list of registrants, evaluation forms, and any last-minute details and/or updates. Managers of bus tours will want to meet the bus driver and review the itinerary and routes.
- Registrants for the field session will gather 15 minutes prior to the departure time in an area designated by the National Trust. A National Trust representative will collect tickets, making sure each person is departing for the correct field session.
- Prior to departure, count the participants and record the number on the Field Session Packet. Take periodic head counts to ensure that no one is accidentally left behind.
- Monitor the itinerary and make adjustments if the tour begins to run more than 10 minutes late. Participants have other functions to attend and the field sessions are tightly scheduled. It is imperative that tours return on time.
- Distribute a Field Session Evaluation Form to each participant at a stopping point near the end of the tour and collect forms prior to returning to the hotel.
- A National Trust staff person will meet the returning field session and collect the packet of completed evaluation forms.

What You Will Be Asked for When You Submit a Field Submission Proposal

- Contact information for session manager;
- Title of session;
- 50-word description of the session which will appear in the Conference Preliminary Program if your session is selected;
- Written bus directions;
- Itinerary (sample included in this document);
- Budget (sample included in this document);
- Websites for all sites visited during tour;
- Preferred transportation (e.g., walking, minibus, trolley, etc.);
- Maximum number of people in session;
- Number of times session can be offered;
- Length of session, i.e., departure and return times;
- Preferred days (Tuesday – Saturday).

Sample Budget

The National Trust averages the costs for all tours and offers one set price for a half-day tour and one for a full-day tour. Ticket fees are kept as low as possible to make the field sessions affordable for the conference attendees. The chart shows typical expenses for an all-day field session.

Expenses	Cost Per Person	Payment Arrangements
Ticket Processing Fee	$7	Included in ticket fee.
Bus Costs	$20	Included in ticket fee. National Trust arranges all transportation.
Admission Fees (include all sites to be visited)	$6	Fees are usually waived by historic sites. Paid by session manager, reimbursed by National Trust.
Snacks (usually soft drinks, water, lemonade, cookies, pretzels, etc)	$5	Paid by session manager, reimbursed by National Trust.
Lunches (all-day tours only)	$15	Session manager submits check request for deposit and a reimbursement request for the remainder of the money owed to the restaurant/caterer.
Handouts (cost of copying handouts for each participant)	$2	Paid by session manager, reimbursed by National Trust.
Total Cost	**$55**	**Typical full-day field session ticket price.**

FIELD SESSION SAMPLE ITINERARY

8:15 a.m.	Bus departs The Mayflower Hotel. Field Session Manager, Suzanne Kelley, welcomes everyone aboard and distributes itineraries. En route, Kelley will discuss the schedule, route, and learning objectives.
9:00 a.m.	Bus arrives at Anderson Cottage, Abraham Lincoln's Summer White House. Break into 3 groups of 15 to tour house. Learn about current preservation strategies and the Save America's Treasures program. Kerri J. Childress, Public Affairs Officer U.S. Soldiers' and Airmen's Home 3700 North Capitol Street, NW Washington, DC 20317 Phone: 202/722-3556 Fax: 202/722-9087 E-mail: USSAH11@erols.com Coffee and Donuts — donated by the facility NO ADMISSION FEE
10:00 a.m.	Restroom break and board bus.
10:15 a.m.	Depart Anderson Cottage. En route, Kelley will discuss Lincoln's Washington.
10:30 a.m.	Arrive at Ford's Theatre National Historic Site. Suzanne Kelley, Site Manager, will lead the tour. ADMISSION FEE — waived.
11:45 a.m.	Depart Ford's Theatre. En route Kelley will point out the escape route of the assassin.
12:00 p.m.	Arrive at Fort Lesley J. McNair. Lunch will be served in the Officer's Club. Led by Lou Ann J. Broad, tour the former Washington Arsenal and the former Federal Penitentiary and learn how these buildings were saved. Lou Ann J. Broad, U.S. Army Military District of Washington Office of the Deputy Chief of Staff for Engineering and Housing 103 Third Avenue, SE Washington, DC 20319 Phone: 202/685-3111 Fax: 202/685-3437
2:30 p.m.	Depart Fort Lesley J. McNair. En route, Kelley will describe additional sites in Lincoln's Washington.
3:00 p.m.	Arrive at Washington Naval Yard. Tour Building #1 and the Commandant's Office with Jay Thomas and hear about their fascinating link to Lincoln during the Civil War. Refreshments served. Restroom break. Dr. Jay Thomas, Historian Historic Preservation Cultural Office, Department of Navy 1322 Patterson Avenue, SE, Suite 1000 Washington, DC 20374-5063 Phone: 202/685-9196 NO ADMISSION FEE
4:35 p.m.	Depart the Washington Naval Yard. En route, Kelley will recap and answer any questions.
5:00 p.m.	Arrive at The Mayflower Hotel. END OF SESSION