

Official Proposal Submission Form

This form is to be used for e-mail submission only

Instructions for completing this form:

- Using a word processing application such as Microsoft Word, type your answers in the gray shaded boxes. The boxes will automatically expand to accommodate the length of your entry. This form is protected so that you can only enter data in the gray shaded boxes (you are not able to change the layout or format of this form).
- After completing the form, save it as an MSWord Document to your hard drive, then e-mail it to snowspeakerinfo@apwa.net as an ATTACHMENT.

Submission Guidelines:

- ONLINE OR EMAIL SUBMISSIONS ONLY:** All proposals must be submitted either online or by e-mail using the Official Proposal Submission Forms. Submit your proposal only once.
- LEARNING OBJECTIVES:** All submissions must include three (3) learning objectives that complete the sentence: At the end of this session, participants will be able to: (e.g. – develop a project plan, evaluate which method will work best for certain climatic conditions, etc.)
Tip: When writing learning objectives use active verbs like: implement, evaluate, prepare, solve, identify, demonstrate, discuss. Avoid verbs like: know, understand, learn, believe, and comprehend.
- SESSION LENGTH:** Please indicate the expected length of your session. (60, 75, 90 minutes). APWA will try to allocate your session the requested number of minutes, however due to space limitations and time constraints, we may be asking you to shorten your session into a shorter time block, or we may ask that you combine your presentation with similar-themed submissions into a larger time block.
- SCHEDULING:** Due to the complexity of determining topic placement, we are unable to accommodate specific date and time requests. Make sure that you and other speakers in your session will be available to present on any day of the Snow Conference beginning on Sunday, April 26 – Wednesday April 29, 2009.
- DO NOT REFER TO SPECIFIC COMPANIES, AGENCIES, OR PEOPLE IN THE CONTENT DESCRIPTION PORTION OF YOUR PROPOSAL:** The selection committee's first reading of all proposals is done in an anonymous format.
- COMMERCIAL-FREE ZONE:** Direct promotions of a speaker's products, services, or monetary self-interest are not appropriate for education sessions. Case studies on product applications, project management systems and services, etc. should include presentations from user agencies and organizations.
- REGISTRATION FEES AND TRAVEL EXPENSES:** Speakers at the 2009 North American Snow Conference are also considered attendees and are expected to pay their own travel expenses and the appropriate member/nonmember registration fee. If you can only attend the Conference on the day of your presentation, you may qualify for a complimentary single-day registration.
- PAID PROFESSIONAL TRAINERS AND SPEAKERS** are welcome to use the Online and E-mail Submission Forms, but be sure to check the appropriate 'paid speaker' box.

Person submitting this proposal **

Name

Title

Agency/Company

Address

City State/Prov Zip/Postal

Phone

Fax

E-mail

Session Title (Catchy, interesting – indicates benefits to attendees)

Proposal Summary: (450 word limit. Clear and concise description focusing on practical applications, critical issues, emerging trends, innovative approaches, best practices, etc. Keep in mind that too brief a description gives the Review Committee too little information to judge your proposal fairly. Proposals with more than 450 words are too cumbersome. Also, do not make reference to company, agency, or individual names in this text box; proposals are evaluated in an anonymous format.)

Proposals must be submitted by August 24, 2010

Learning Objectives

(List 3 learning objectives that complete the sentence: "At the end of this session, participants will be able to..." Use active verbs like implement, evaluate, prepare, solve, demonstrate, etc. Avoid verbs like know, understand, learn, believe, comprehend.)

1.

2.

3.

Format: (check all that apply)

- Lecture Plus Q & A
- Expert Panel
- Case Study
- Group Exercises
- Hands-on Demo
- Video or Media Demo

No more than one Moderator and four Speakers may participate in any presentation.

Speakers

Do not list individuals as speakers unless you have definite commitment that they will appear with you on the program. No more than four speakers may participate in any presentation.

1 The Submitter will be a speaker (same info as above) YES NO

2 Speaker Name

Title

Agency/Company

Address

City State/Prov Zip/Postal

Phone

Fax

E-mail

3 Speaker Name

Title

Agency/Company

Address

City State/Prov Zip/Postal

Phone

Fax

E-mail

4 Speaker Name

Title

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Fax

E-mail

Moderator

A moderator may be used when a session involves three or more speakers, and requires that the presentation materials be coordinated between the speakers. A moderator plays an active role in the advance development of the session by maintaining ongoing communication with the speakers and ensuring that the final presentation is delivered in an organized and comprehensive manner.

Would this session benefit from the use of a moderator? Yes No

Moderator Name

Title

Agency/Company

Address

City State/Prov Zip/Postal

Phone

Fax

E-mail

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