- Call for Presentations -

The 2013 APWA Florida Chapter Annual Meeting & Trade Show

April 22 through April 26, 2013
Jacksonville, Florida

Submission Instructions for Technical Session Presentations

**Deadline Extended!**

The 2013 APWA Florida Chapter Annual Meeting & Trade Show – “Public Works Celebrities – Creating Lasting Impressions in Florida” is your opportunity to provide important educational programming for public works professionals around the state of Florida.

Speakers selected to present during the **2013 APWA Florida Chapter Annual Meeting & Trade Show** will enjoy:

- The reputation as an industry expert in their respective specialty areas
- Exposure to a prospective audience of 150+ Public Works Professionals
- The opportunity to build new business relationships for their municipalities and/or organizations

Each session will have an evaluation based on the learning objectives for that session.

In order to expedite the presentation review process, we request that all proposals be submitted electronically (e-mail or CD). Please provide the documents in MS Word format (.doc) or Rich Text format (RTF) and scan for viruses prior to submission. Applicants are welcome to submit up to two attachments (documents, brochures, publications, videos, etc.) that help to further describe or clarify the topic/presentation. Attachments need not be in electronic format, but they must be submitted with the proposal.

For questions regarding the program or submitting proposals, please contact Patrick Victor at (904) 527-6736.

| To submit by **CD**, mail your proposal on disk and any hardcopy attachments in the same envelope to:  
Patrick R. Victor  
CDM Smith Inc  
8381 Dix Ellis Trail, Ste 400  
Jacksonville, FL 32256 | To submit by **e-mail**, send your proposal and any electronic attachments in the same e-mail (if possible) to:  
victorpr@cdmsmith.com  
(Please type “**2013 Technical Session Proposal**” in the subject line!) |
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**Deadline for Submitting Presentation Proposal is September 30, 2012**
Please submit the following information for your presentation by September 30, 2012. Please limit your response to items 1 through 4 to a single page (left justified, 11 pt. font minimum):

1. **Presentation Title (Topic):** Please provide the title of your presentation
2. **Description:** Please provide each item below
   - **Summary** (max 150 words)
   - **3-5 Learning Objectives** attendees will take away from your session - Statements that specify what learners will know or be able to do as a result of a learning activity. These encompass knowledge, skills, and/or attitudes and are observable, measurable actions by the learner. Learning outcomes contain three elements: 1) who is to perform, 2) what actions they are to take, and 3) a result to be achieved. Include action items attendees will be challenged to complete once they leave the conference that will immediately reinforce the primary learning objectives of the session.
   - **Handouts:** Will there be handouts?
   - **PDH:** Is this presentation pre-qualified for CEU’s of PDH’s?
   - **Presented Previously:** (has this presentation been presented/submitted at other conferences: if yes, please indicate where and when and how it was received)
   - **Speakers are encouraged to include an element of interactivity in their session plan
   - **Speakers are encouraged to work in an element of the conference theme in their session plan**

3. **Presentation format:** Select 1 from below
   - **Lecture** – while lectures typically consist of a speaker providing the learners with information, this format should incorporate a 10-to 15-minute question-and-answer segment to actively engage learners.
   - **Panel Discussion** – Panel discussions give attendees the opportunity to hear three to four viewpoints on a specific topic. Concluding with an extensive question-and-answer session, this format gives attendees direct access to experts. Panels are limited in size to no more than one moderator and three panelists.
   - **Roundtable Discussion** – Roundtable discussions focus around a particular topic and involve small groups of approximately 8 to 10 professionals. This format enables attendees to digest new concepts and share personal experiences with peers.
   - **Workshop** – Workshops are hand-on learning experiences that use group discussion, exercises, demonstrations, and case studies.
   - **Best Practices** – Best practice sessions provide concrete examples of successful plans implemented in some of today’s most respected municipalities. Attendees gain industry and outside perspectives on a variety of issues. Many times these types of presentations use case studies.

4. **Presentation Track:** Select 1 from below
   - Leadership
   - Transportation
   - Water Resources
   - Other

5. **Presentation Length:** Select 1 from below
   - 1 Hr. Standard Session (must be at a minimum 50 minutes long to qualify for 1 PDH)
   - 1.5 – 2 Hr. Super Session (only 1 in each track will be selected for this super session – Please note if not selected your session can be held in a 1 Hr. Standard Session)

6. **Contact Information:** Please provide the following contact information for each speaker and moderator if applicable.
   - Name and Title
   - Affiliation/Organization
   - Address
   - Phone Number
   - E-mail Address
   - Website Address (if applicable for your topic or organization)
   - Twitter Address

7. **A/V equipment needs:** Please provide your requirements for your presentation