



**PA Chapter of the American Planning Association
2010 Annual Conference
Call for Presentations
General Information**

*Please review the information below
prior to submitting your proposal.*

Deadline to Submit:

The deadline for submission of presentation proposals is Friday, March 19, 2010. Please note submissions are accepted **online only** at www.planningpa.org.

Conference Date and Location:

October 3-5, 2010

Lancaster Convention Center and Marriott, Lancaster, PA.

Theme and Topics:

The theme for the event is “*Cultivating Strong Communities*”. The Conference Planning Committee has identified a list of sub themes and topics supporting this theme. Applicants are encouraged to submit session proposals that support these items, although submissions on other topics are also welcome for consideration.

Sub Themes:

- Healthy & Sustainable Communities
- Technology & Techniques
- Peer to Peer

Suggested Topics:

- Arts & Culture
- Design
- The Economy
- Energy
- The Great Recession and The New Normal
- Hazard Mitigation
- Healthy Communities
- Historic Preservation
- Infrastructure
- LEED (Leadership in Energy and Environmental Design)
- Planning Basics
- Planning Commissioner Training
- Sense of Place
- Technology
- Transportation
- Trends in the Commonwealth

Questions:

If you have any questions, please contact the PA Chapter office at 717-671-4510.

Call for Presentation Questions:

To assist you in preparing your session proposal, the questions asked in the online submission form are listed below. Questions marked with an asterisk "*" are mandatory. Please retain a copy of your proposal for your records. The system will not generate a copy of your proposal for you.

Please note the committee's decisions are made based on the strength and clarity of the session title, session summary and learning objectives. Please pay careful attention to these items when completing your proposal.

1. *Lead Presenter Contact Information
The Lead Presenter is responsible for coordinating the session with additional presenters (if any).
2. * Lead Presenter Biography:
Please include a narrative biography, of no more than 300 words, that includes the following: current position, professional credentials, education and 2-3 sentences describing your expertise in the subject matter. DO NOT submit resumes.
3. * Speaker Policies:
I have read and agree to the following speaker policies. As the Lead Presenter for this session I verify that I will share this information with any additional presenters. The PA Chapter of APA maintains the following policies which are consistent with APA's speaker policies.
 - All speakers MUST register for the conference. This applies whether you will attend the event for only your session, a single day, or the full event.
 - All speakers who will attend sessions and conference events MUST pay regular registration fees. As a courtesy, we extend the early bird registration fee to all presenters regardless of when you register for the event.
 - Speakers who will attend the conference to ONLY present their session are not required to pay registration fees (but still MUST register for the conference).
 - Speakers are responsible for their own hotel accommodations and travel.
 - Sessions are limited to no more than a total of three (3) presenters.
 - An audio-visual request form will be sent to the Lead Presenter for each session. Lead Presenters are responsible for coordinating the audio-visual needs for their sessions. The conference provides the following equipment: microphones, LCD projectors, overhead projectors, screens, and flipcharts. Speakers MUST provide their own laptop computers.
4. Presenter #2 Information
5. Presenter #2 Biography
6. Presenter #3 Information
7. Presenter #3 Biography

8. * Proposed Session Title
Please note the session title is a critical element in the committee's review of this proposal.
9. * Topic of proposed session.
10. * Certification Maintenance for AICP Members
Is this session appropriate for Certification Maintenance Credits (refer to criteria below)? Sessions do not need to be appropriate for Certificate Maintenance for inclusion at the conference. Your session may be submitted for CM. No material changes in content after a certain date. Prefer speakers do not change after a certain date.
The content of CM activities must be designed to meet a specific planning-related training objective.
 - The content of CM activities must be designed to teach subject matter in appropriate depth and scope for the level of the typical AICP member, a practicing planner with at least two years of professional experience.
 - The content of CM activities must be non-promotional in nature. Program content must be unbiased. An organization's services or products may be discussed prior to or after the completion of the CM credit portion of the activity.
 - The content of CM activities must address demonstrated educational needs of AICP members.
 - The content of CM activities must communicate a clearly identified educational purpose or objective.
 - In order for CM activities to fulfill the ethics requirement, providers must demonstrate that the content of the activity is related to the AICP Code of Ethics and Professional Conduct.
 - In order for CM activities to fulfill the law requirement, providers must demonstrate that the content of the activity is related to planning law. Such activities may include, but are not limited to, topics such as environmental law, land use law, redevelopment law, administrative law, and housing law.
11. * Primary Target Audience (choose one - Planning Official, Professional Planner, New Planner, Student or Other)
12. * Session Length:
The committee is planning for 1.5 hour sessions but may choose to modify session length as the program is developed. Please confirm your session content is appropriate for a 1.5 hour time slot.
13. * Are you willing to offer your session more than once during the conference?
14. * Learning Objectives:
Please provide 3 objectives that attendees will be able to achieve by the conclusion of the session.
15. * Methodology:
Please provide a description of the methods you plan to use to deliver the session content (i.e. Power Point, Single Presenter, Multiple Presenter, Case Studies, Video Examples, etc.).

16. * Session Summary:

Provide a brief (50-100 words) description of the proposed session.

Please note the session summary is a critical element in the committee's review of this proposal. Session summaries may be edited for content and grammar for publication in the conference program.

17. Please indicate other conferences at which this session has been presented.

18. Additional comments.