APWA | Washington Chapter

Fall 2021 Conference | Yakima Convention Center, Yakima, WA | Educational Sessions Held October 13 - 14, 2021

Speaker Session Form

***Only Fully Completed Session Forms Will Be Accepted***

***Submit in Word Format – PDF Versions Are Not Accepted***

Criteria Proposed for the Fall Conference:

* Current conference theme
* Addresses current issues within APWA
* Completion of presentation proposal form (follow instructions on form)
* Timeliness of submittal

**TITLE OF YOUR PRESENTATION** (Limit to no more than 7 words):

**DESCRIPTION OF YOUR PROPOSED PRESENTATION** (Maximum of 50 words, will be used in marketing your session. Please include why members should attend this session):

**LEARNING OBJECTIVES** (List 3 Only) *Please note … objectives need to be concise and in action verb format to receive CE credit (i.e. Identify, Prepare, Evaluate, Develop, Discuss, Define, Review, Utilize, etc.).* ***Do not use the words****: learn, understand or discover in your learning objectives; these are not acceptable words for CE credit.*

**SPEAKER(S):**

Lead Presenter:

Name:

Title:

Organization:

Email:

Phone:

Brief Bio (**no more than 3 sentences**):

**Second Presenter:**

Name:

Title:

Organization:

Email:

Phone:

Brief Bio (**no more than 3 sentences**):

**COMMITTEE REFERRAL**: Yes No

**NAME OF COMMITTEE:**

**IF YOU ARE FILLING OUT THIS FORM AND ARE NOT A PRESENTER, PLEASE INCLUDE YOUR NAME AND EMAIL ADDRESS TO RECEIVE COMMUNICATION REGARDING ACCEPTANCE OF THE SESSION:**

**EQUIPMENT NEEDED:** Please note an LCD Projector, Screen, Laptop, and microphone will be provided.

I will be bringing my own laptop loaded with my presentation: Yes No

**Additional A/V Equipment Requested:**

Upon completion, please email this form in Word format (no PDF versions) to Jon Davies at **Jon.Davies@bhcconsultants.com**. **Please add the title of your presentation on the subject line when submitting, as well as save your Word Document as the title of your presentation.** In order to be considered for submission, we must have your **completed** form **no later than June 14, 2021.** All selected presentations will be notified by July 12, 2021.

* ***All forms that are not fully completed will be returned and will not be accepted during the selection process.***
* ***APWA reserves the right to modify your title, overview, and objectives if it does not comply with the directions we outlined in this form.***