APWA | Washington Chapter Fall 2025 Conference | October 15 - 16 | Yakima Convention Center, Yakima, WA
**Speaker Session Form**

***Only Fully Completed Session Forms Will Be Accepted – Do not submit if it is incomplete or not filled out correctly.***

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

Criteria Proposed for the Spring Conference:

* 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** (Must have exactly 3 separate objectives) *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):**

**\* Panels may be no larger than 4 presenters.**

**\* Do not submit your presentation form if your speakers are not confirmed and the information is not complete.**

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.** We also ask that speakers submit a photo of your proposed presenters if you have them. These will be used for marketing material if they are accepted. Photos can be in .jpg or .png format and the preferred size is 300 x 300 and should be saved using your name.

To be considered for submission, we must have your **completed** form **no later than June 6, 2025.** All selected presentations will be notified by July 11, 2025.

* ***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.***
* ***Please be aware that APWA does not provide an honorarium or reimburse travel expenses for presenting at the APWA Conference.***
* ***APWA will provide a complimentary pass to your session only to present for those that are not registered for the conference.***