

# 2018 FEFPA SUMMER CONFERENCE

FLORIDA EDUCATIONAL FACILITIES PLANNERS' ASSOCIATION, INC.

July 9 - 12, 2018  
Boca Raton, Florida

## CALL FOR PRESENTATIONS

Topic Request Submission Deadline:

**March 26, 2018**

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## CALL FOR PRESENTATIONS

**DEADLINE FOR SUBMISSION OF TOPIC REQUEST FORM: Monday, March 26, 2018**

The Florida Educational Facilities Planners Association (FEFPA) is accepting applications for conference presentations at the 2018 Summer Conference, July 9<sup>th</sup> through 12<sup>th</sup>, 2018, at the Boca Raton Resort & Club in Boca Raton, Florida.

One of the principal goals of FEFPA is to provide its membership and the educational facilities community with educational opportunities and information on a variety of relevant issues and topics in the areas of architecture, engineering, construction, and planning.

### WHAT WE ARE LOOKING FOR:

We anticipate more than 500 individuals will attend the 2018 Summer Conference. These attendees rely on the Conference to exchange best practices, learn about industry developments from recognized leaders, and to network with their peers and service providers. To support this, we want presentations to engage the audience, spark discussion, and inspire new ideas. While not expressly required, we strongly encourage presentations that provide professional credit towards continuing education credentialing. Membership typically attends sessions to receive continuing education credits that they can use towards fulfilling their state professional licensing requirements.

### PRESENTATION PROPOSALS WILL BE EVALUATED ON THE FOLLOWING CRITERIA:

- Relevance to our organizations principal goals (<http://www.fefpa.org/mission.html>)
- Freshness and significance of subject matter
- Potential for qualifying for Continuing Education Units (CEU's)

### PRESENTATION FORMAT AND GUIDELINES:

We offer a full-day pre-conference on Monday preceding the Tuesday, Wednesday, and Thursday regular conference sessions. Sessions are usually 60-minutes in length, but we do allow presentations covering 120-minutes, on occasion. The format for the typical 60-minute session consists of 50 minutes of content and 10 minutes of Q & A; 120-minute sessions should consist of 100 minutes of content and 20 minutes of Q & A. Associate members are encouraged to submit and present topics. Presentations may not directly promote company products or services, though limited company affiliation and branding is allowed.

✓ **The completed Speaker's Agreement, including biographical information and full presentation, is required no later than April 16<sup>th</sup>, 2018**

**Each speaker will be responsible for his or her own travel expenses, registration, and reservations.**

**Conference registration is complementary to all speakers on the final agenda. Room costs for either the night of OR the night prior to the scheduled speaking engagement will be covered by FEFPA only for speakers from school districts, colleges, universities, direct support organizations, and governing authorities. Please note that it is the speakers' responsibility to make all reservations and registrations.**

Audio-visual equipment – specifically limited to LCD projector to VGA input, screen, sound system, microphone will be provided in and by the conference venue.

**Presenters/speakers are required to provide their own laptop, their final approved program, software, and pointer/wireless presenter/remote. Speakers are also required to provide their presentation on a USB drive to the Program Chair or his designee at the beginning of their presentation.**

Presentations - The format consists of the 50-minute discussion/presentation and a 10-minute Q & A period immediately following to close the session. Team or individual proposals acceptable.

Panels - Panel discussions are acceptable. These may be organized and submitted as standard moderator or as a participant/moderator format.

Hands-on Sessions - Sessions featuring real world scenarios and advanced techniques are also acceptable and should be detailed at the Presentation Topic Submission Deadline (see below).

**PRESENTATION REVIEW AND SELECTION TIMELINES/DEADLINES:**

- Presentation Topic Submission Deadline: ..... Monday, March 26, 2018**
- Topic Selection and Speaker Notification: ..... Monday, April 02, 2018**
- Full and Final Presentation Submission Deadline: ..... Monday, April 16, 2018**
- Speaker Confirmation Deadline: ..... Monday, April 23, 2018**
- Draft Agenda Published: ..... Friday, May 04, 2018**
- Submission to State and AIA for CEU Approval..... Friday, May 04, 2018**
- Final Agenda Published..... Friday, June 22, 2018**

Interested presenters are invited to submit, for consideration, a summary of the proposed presentation by completing the Topic Request Form located on the FEFPA homepage ([www.fefpa.org](http://www.fefpa.org)) and sending it to:

**Dr. Allen Bottorff, FEFPA Program Chair at [program@fefpa.org](mailto:program@fefpa.org)**