

2020 FEFPA SUMMER CONFERENCE

FLORIDA EDUCATIONAL FACILITIES PLANNERS' ASSOCIATION, INC.

July 6th-9th, 2020
Boca Raton , Florida

CALL FOR PRESENTATIONS

Topic Request Submission Deadline:

April 10th, 2020

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DEADLINE FOR SUBMISSION OF TOPIC REQUEST FORM: Friday, April 10th, 2020

The Florida Educational Facilities Planners Association (FEFPA) is accepting applications for presentations at the 2020 Summer Conference, July 6th through 9th, 2020, at the Boca Raton Resort, Florida.

One of the principal goals of FEFPA is to provide its members 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 800 individuals will attend the 2020 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 will 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. **Presenters are encouraged to obtain CEU course approval on their own from the appropriate governing authority (CILB, AIA, BAID, etc.) in advance. Since course approvals are typically valid for two years, your presentation, if not selected for this conference, may be selected for a future conference. It is our goal to have fresh relevant presentations, however, it is also our goal to develop a library of CEU approved presentations that we can utilize in future conferences as needed.**

PRESENTATION PROPOSALS WILL BE EVALUATED ON THE FOLLOWING CRITERIA:

- Presentations pre-approved for continuing education credits by the governing authority **will have preference** in our selection
- Presentations with National AIA approval automatically qualify for Board of Architecture credit and will also **have preference** in our selection process
- Relevance to our organization's principal goals (<http://www.fefpa.org/mission.html>)
- Freshness and significance of subject matter

PRESENTATION FORMAT AND GUIDELINES:

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. All power point presentations shall be readable (36 font or larger).

✓ **The completed Speaker’s Agreement, including biographical information and full power point presentation, is required no later than **May 8th, 2020.****

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: Friday, April 10th, 2020
Topic Selection and Speaker Notification: Friday, April 24th, 2020
Final Presentation and Speaker’s Submission Deadline: Friday, May 8th, 2020
Draft Agenda Published: Friday, May 22nd, 2020

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). Only applications sent on time to the following email will be considered:

Deborah Czubkowski, FEFPA Program Chair at program@fefpa.org

FEFPA 2020 Summer Conference Presentation Proposal:
Deadline: April 10th, 2019

Company Submitting Presentation: _____ Contact Email Address: _____

Submitted by: _____ Contact Phone Number: _____

For FEFPA Use		Presentation Title	Presentation Description	Speakers' Name	Speaker' Title	Speaker's Company/ Organization

Detailed Presentation Information:

Presentation Duration:

60 min _____
 90 min _____

CEU's Currently Available:

Architects
 Engineers
 Contractors
 Planners
 Interior Designer
 Other: _____

Set Up Required:

Panel _____
 Round Table Discussions _____
 Other: Please specify _____
 AV Requirements: _____

Please email completed form to: Deborah Czubkowski, FEFPA Program Chair at

program@fefpa.org