

# 2024 FEFPA SUMMER CONFERENCE

FLORIDA EDUCATIONAL FACILITIES PLANNERS' ASSOCIATION, INC.

July 22 – 25, 2024

The Boca Raton Hotel, Boca Raton, Florida

## CALL FOR PRESENTATIONS

Topic Request Submission Deadline:

**Monday, April 8, 2024**

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**DEADLINE FOR SUBMISSION OF TOPIC REQUEST FORM: Monday, April 8, 2024**

The Florida Educational Facilities Planners Association (FEFPA) is accepting applications for presentations at the 2024 Summer Conference, July 22-25, 2024, at The Boca Raton, Boca Raton, 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 500 individuals will attend the 2024 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 by the governing authority **will have preference** in our selection.
- Presentations with National AIA approval automatically qualifies 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.

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).

### **SPEAKER'S RESPONSIBILITIES:**

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/her designee at the beginning of their presentation. This year, it is also a requirement to fill out the FEFPA template for speakers' introductions.

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

**Presentation Topic Submission Deadline: Monday, April 8, 2024.**

**Topic Selection and Speaker Notification: Monday, April 22**

**Full and Final Presentation Submission Deadline: Monday, May 20, 2024.**

**Speaker Confirmation Deadline: Monday, June 3, 2024.**

**Draft Agenda Published: Monday, May 6, 2024.**

**Final Agenda Published: Monday, June 17, 2024.**

Interested presenters are invited to fill out the electronic form (link) with information of the proposed presentation located on the FEFPA homepage ([www.fefpa.org](http://www.fefpa.org)).

**For additional questions, please contact Deborah Czubkowski,  
FEFPA Program Chair at [program@fefpa.org](mailto:program@fefpa.org)**