

## Conference Session/Speaker Submission Process Standard Operation Practices



Due to the increasing amount of speaker submissions for the previous Fall and Spring Conferences, changes will be implemented starting with the 2017 Fall conference. These changes will aim to assist the overall selection process and keep up with the increasing demand for speaking slots at each conference.

### 1. Speaker Form.

Criteria for the selection process will be listed on the form that speakers fill out. Criteria will be determined by the conference committee, in collaboration with the Chapter President, for each conference to ensure it is in-line with what each submission will be evaluated on.

Criteria Proposed for the Fall Conference:

- Current conference Theme (Imagination to Innovation)
- Addresses current issues within APWA
- Completion of presentation proposal form (follow instructions on form)
- Timeliness of submittal

### 2. Make Presentations Available 3 weeks earlier.

In the past the proposal form was available during the current conference. We are moving that availability up earlier to accommodate adding extra steps to the selection process.

### 3. Involvement of Committee Chairs.

The conference speaker chair, Jon Davies, will email all committee chairs one week prior to the conference selection committee meeting to gather input on sessions that have been submitted related to their committee. Committee Chairs will be asked to rank these sessions in order of priority and provide any helpful feedback to Jon so he can pass that on to the conference selection committee.

### 4. Set a Calendar in advance.

Calendars will be set for all upcoming meeting or deadlines related to the session selection process prior to the next conference. With competing schedules it can be difficult to get everyone together if advance notice is not given. To eliminate that problem we will be setting the calendar in advance so it can get on individuals calendars in enough time.

#### **“Sample” Proposed Fall 2017 Calendar:**

April 4<sup>th</sup> – Speaker Presentation Forms available on the website

April 25 – 28<sup>th</sup> – Spring Conference in Tacoma, WA

May 30<sup>th</sup> – All Submissions are due

May 31<sup>st</sup> – Final Spreadsheet sent to Jon with all pertinent details on each submission

June 1<sup>st</sup> – Jon will send submissions related to their committee to each chair with specific instructions on what he needs from each chair.

June 7<sup>th</sup> – All Committee Chairs will have submitted their evaluations to Jon related to the sessions they reviewed

June 8<sup>th</sup> – Conference selection committee meets and determines Fall Agenda

June 12<sup>th</sup> – All accepted applicants are notified of the final selections.

June 12<sup>th</sup> – Jon will send the updated agenda out to all Committee Chairs so they are aware what selections were made

June 19<sup>th</sup> – All applicants who submitted a speaker proposal are notified of final status