



***CALL FOR PROPOSALS FOR CWEA'S 2019 P3S ANNUAL CONFERENCE, FEBRUARY 10-13, 2019,  
MONTEREY***

CWEA P3S is currently accepting proposals for conference sessions from individuals, groups and organizations for the upcoming 2019 CWEA P3S Annual Conference to be held February 10-13, 2019 at the [Embassy Suites by Hilton Monterey Bay Seaside](#). We encourage you to take advantage of this exciting opportunity to share your ideas, knowledge and expertise with pretreatment and pollution prevention and stormwater leaders from throughout California!

P3S expects conference attendance of approximately 250 attendees, the majority of whom are professionals representing cities, counties and special districts in pretreatment, pollution prevention and stormwater.

Conference subjects to be covered may include the following educational session topics:

- Criminal Investigations (workshop format)
- Case Studies on Pretreatment
- Basic Inspection Training (workshop format)
- Stormwater – including QISP training and other topics
- Permits and Record Keeping
- Cannabis (workshop format)
- ECI Test Prep (workshop format)
- FOG (workshop format)
- Emerging Issues: vaping, solar manufacturing, biotech/pharma, and aquamation (aka bio cremation)
- Leadership/Communication
- IPR/DPR and Pretreatment
- US EPA session
- Pollution Prevention and Public Outreach

The conference atmosphere will be one of fun and learning in a business-casual environment, while providing numerous opportunities for professional development and networking.

## ***PROPOSAL REQUIREMENTS***

### ***SESSION FORMAT***

Conference sessions will be in the following formats:

- Extended Workshop sessions: 2-3 hours – a deeper dive into topics; may be presented by multiple presenters, but with a unified message that leaves attendees with a comprehensive understanding of the subject matter
- Regular Breakout sessions: 50 minutes

### ***INTERACTION REQUIREMENT***

All sessions must be interactive. Interactive sessions do not conform to any single structure and can take a number of forms. They may, for example, include a series of brief presentations, breakout groups, open-ended or facilitated discussion, hands on activities or any combination of these. Our members value the opportunity for facilitators, invited speakers and attendees to generate solutions together, and draw on each other's collective expertise through mixed methods of active listening, discussion, presentation and other creative interactions.

### ***CRITERIA FOR SELECTION***

The Planning Committee will consider the educational value of each proposed session, the expertise of the proposed speakers, the experience of the proposed speakers, the proposed speakers' ability to attract an audience, and the proposed speakers' past conference evaluations. You must clearly identify each of the proposed speakers in your presentation proposal(s).

Preference will be given to session proposals that align with the session topics identified in this document, and which meet the Planning Committee's needs in terms of balancing technical/professional development vs. personal development sessions.

Additional criteria the Committee will use to assess proposals include:

- Does the session topic and format provide participants with actionable skills or knowledge?
- What new information or lessons does the session topic offer participants that have not been covered in previous P3S events?
- Does the session description identify key "YWBATs" (You Will Be Able To...) for participants who attend the session?

### ***SUBMISSION OF PROPOSALS***

You can increase your chances by preparing a thorough, thoughtful and complete proposal that tells how your session would help P3S members and other early to mid-career P3S professionals improve their careers and their communities.

You are welcome to submit more than one proposal; however, you must submit a separate proposal for each session.

### ***PROPOSAL REQUIREMENTS***

- Session title (150 Character Limit)
- Organizer(s) name, affiliation, and complete contact information including email address
- Desired session format (Extended Workshop or Breakout Session)
- Proposed theme and justification for why the topic is appropriate and relevant for this Conference
- An abstract (marketing description) describing the session. This description will be used to advertise the session (300-word limit).
- Detailed synopsis description of the session including a list of proposed topics or questions and issues to be covered; session structure/style and your session schedule (800-word maximum).

### ***SESSION TITLES AND DESCRIPTIONS***

Please make your session proposals as complete and detailed as possible, with enough interesting elements to appeal to P3S members and Conference participants. The Conference Planning Committee will work with you to tailor your session title and description to fit P3S's program needs. The Planning Committee reserves the right to establish titles and/or modify session descriptions, and/or request that presenters address specific concepts during a presentation. P3S may also assign sessions to specific learning tracks.

### ***RESPONSIBILITIES OF PRESENTERS***

All presenters, session chairs and session facilitators/moderators must agree to abide by these policies upon submission of a proposal.

### ***RESPONSIBILITIES***

As a presenter, you are responsible for:

- Meeting deadlines as communicated by P3S Conference Planning Committee members for submitting/reviewing session information;
- Coordinating with co-presenters and panelists initially, and then communicating with them prior to the meeting;
- Ensuring co-presenters or panelists are familiar with their responsibilities;
- Returning any information required by P3S for each presenter in the session;
- Determining and providing information on the audio/visual and room setup needs of your session;
- Providing the slide presentation and/or any handouts electronically when required by Committee members; and,

- Completing and returning the P3S Presenter Copyright Authorization Form, so we may capture the audio/video of your session.

### ***ON-SITE RESPONSIBILITIES***

You and the other speakers/panelists should arrive on-site in time to:

- Rehearse your session prior to your presentation time; and
- Meet the session chair and/or session facilitator and communicate any changes in presenters or A/V needs.

### ***DURING THE SESSION***

It is up to you to ensure:

- The introduction sets the tone for an enthusiastic, energetic session;
- The session presentations, activities, and Q&A each stay within their planned allotted session time; and,
- The audience is reminded to provide evaluation and feedback data on this session.

### ***HOW TO SUBMIT A PROPOSAL AND DEADLINE***

***To submit a proposal, please visit <https://www.surveymonkey.com/r/CWEA-P3S2019>.***

***Proposals are due no later than 5:00 p.m. on Friday, September 7, 2018.***

Since session proposals are collected using this electronic survey system, we suggest that you first collect your thoughts by reviewing this [PDF of the proposal form](#).

For questions about session proposals, please contact Susan Hiestand, P3S 18-19 Committee Chair at [shiestand@svcw.org](mailto:shiestand@svcw.org). Proposals submitted by the due date will become the property of P3S and will not be returned. Proprietary or confidential information included in proposals must be conspicuously stated.

### ***COMPENSATION POLICY***

CWEA is a not-for-profit association, and to keep registration costs as low as possible, is unable to provide any reimbursement of expenses, travel or other compensation (unless an exception has been made). Speakers will be offered a discounted speaker registration rate for the day of their session or the full conference. The success of our Conference depends on the efforts of practicing professionals and Corporate Partners willing to volunteer their time to professional education, and we deeply appreciate your interest and commitment.