

## CWEA's 2019 P3S Annual Conference - Call for Proposals

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.

### 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. Please do consider partnering with others to submit one or more proposals - a collaborative approach to developing sessions is encouraged.

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](#). Check out additional conference information and process details [here](#).

### DEADLINE

**Proposals are due no later than 5:00 p.m. on Friday, September 7, 2018.** The Survey Monkey system does not email an automated confirmation upon receipt of a completed proposal.

Please plan to submit all responses for one proposal all at once and in one sitting as it may not be possible to come back to complete a partially completed proposal.

### CONTACT INFORMATION

For questions, please contact Susan Hiestand, P3S 18-19 Committee Chair at [atshiestand@svcw.org](mailto:atshiestand@svcw.org).

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### **Presentation Submittal**

\* 1. PRIMARY CONTACT AND PRESENTER FOR THIS PROPOSAL: *You will have the opportunity later in the proposal application process to list co-presenters or proposal collaborators.*

First Name

Last Name

Company, Organization or Agency

Title

Department or Division

Street Address

City

State

Zip Code

Office Phone

Mobile Phone

Preferred Email

\* 2. PRIMARY CONTACT'S BIOGRAPHY: Please provide a 100 word or less biography of the primary session contact.

*Keep biographies simple and brief yet list pertinent experience, employer, position/role, specialty, education, etc. Biographies should be written in complete sentences, will be shared on the conference website and will be used to introduce speakers before the session.*

3. PAST PRESENTATION EXPERIENCE: Please provide information on your past speaking experiences. Be sure to include info on your presentation topic, when you presented, where you presented, the audience and evaluation results of your session (if known).

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### Collaborators

\* 4. PROPOSAL COLLABORATORS: Was anyone else involved in developing this proposal?

*A proposal collaborator may or may not be involved in presenting this session onsite at the conference. Another question on this form will ask for session co-presenters.*

- ☐ Yes
- ☐ No
- ☐ Unsure at this time

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\* 5. PROPOSAL COLLABORATORS: Please list others that were involved in developing this proposal.

Collaborator 1: First Name

Collaborator 1: Last Name

Collaborator 1: Title

Collaborator 1: Company, Organization or Agency

Collaborator 1: Email

Collaborator 2: First Name

Collaborator 2: Last Name

Collaborator 2: Title

Collaborator 2: Company, Organization or Agency

Collaborator 2: Email

Collaborator 3: First Name

Collaborator 3: Last Name

Collaborator 3: Title

Collaborator 3: Company, Organization or Agency

Collaborator 3: Email

\* 6. PROPOSAL CO-PRESENTERS: Will you have any co-presenters that will help you to deliver this session on-site at the conference?

- ☐ Yes
- ☐ No
- ☐ Unsure at this time

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\* 7. PROPOSAL CO-PRESENTERS: Please list the co-presenters that will help you deliver this session on-site at the conference.

*Keep biographies simple and brief yet list pertinent experience, employer, position/role, specialty, education, etc. Biographies should be written in complete sentences, will be shared on the conference website and will be used to introduce speakers before the session.*

Co-Presenter 1: First Name

Co-Presenter 1: Last Name

Co-Presenter 1: Title

Co-Presenter 1: Company, Organization or Agency

Co-Presenter 1: Email

Co-Presenter 1: Biography of 100 words or less

Co-Presenter 2: First Name

Co-Presenter 2: Last Name

Co-Presenter2: Title

Co-Presenter 2: Company, Organization or Agency

Co-Presenter 2: Email

Co-Presenter 2: Biography of 100 words or less

Co-Presenter 3: First Name

Co-Presenter 3: Last Name

Co-Presenter 3: Title

Co-Presenter 3: Company, Organization or Agency

Co-Presenter 3: Email

Co-Presenter 3: Biography of 100 words or less

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### Session Title and Description

**Please make your session proposal 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. Also, please keep in mind that CWEA reserves the right to modify the session title and description to fit our marketing style and format guidelines for the purpose of the brochure, website, and onsite guide.**

- \* 8. TITLE OF EDUCATION SESSION: What is the title of your session in 150 characters or less? Your title should capture the topic that will be covered.

\* 9. SESSION TYPE: In which category of session type, does your proposal best fit or would you be interested in pursuing with speaker training and coaching? Please check all that apply.

*Conference presenters will be provided speaker training and coaching opportunities.*

☐ **Extended Workshop (2-3 hours):** Is a deeper dive into topics and is highly interactive/engaging and covers topics and skills that are critical to the success of participants. An extended workshop provides substantive training and opportunities for practice and critical discussion so that participants can immediately apply the learnings back in the workplace.

☐ **Regular Breakout Session (50 minutes):** covers one topic in depth, rather than giving an overview of many topics. Regular Breakout Sessions feature case studies, lessons learned and overviews of technologies and design strategies. Participants are given time to ask questions and discuss the content with the presenter and peers. Facilitators will be present in regular breakout sessions to help guide and encourage questions and discussions.

☐ Other Session Type - please specify:

\* 10. SESSION MARKETING DESCRIPTION: In 300 words or less, provide a summary description. In this description, build on your session title, focus on “what is in it” for the participants, and be as persuasive and concise as possible.

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\* 11. SESSION SYNOPSIS: Please provide a summary of your proposed session in 800 words or less that describes the session with background info, including a list of proposed topics or questions and issues to be covered, session structure/style and your session schedule. Also explain why the session should be selected for the 2019 conference.

*This synopsis will be used to review and select proposals, but will not be shared in annual conference marketing materials or with conference participants.*

\* 12. PARTICIPANT TOPICS: Here are some educational session topics we may cover in the conference. Which area best fits your session? Please check only one.

- ☐ Criminal Investigation (workshop format desired)
- ☐ Case Studies on Pretreatment
- ☐ Basic Inspection Training (workshop format desired)
- ☐ Storm-water - including QISP training and other topics
- ☐ Permits and Record Keeping
- ☐ Cannabis (workshop format desired)
- ☐ ECI Test Prep (workshop format desired)
- ☐ FOG (workshop format desired)
- ☐ 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
- ☐ Other Challenge Area - please specify:



\* 13. PARTICIPANT/LEARNER OUTCOMES: List 3 participant/learner outcomes for your session by completing the phrase “after participating in this session, participants will be able to:”

A learner outcome starts with an action verb and captures the knowledge, skills and/or abilities participants will be able to perform following the session back in the workplace. Strong learner outcomes are observable, measurable (you can evaluate them immediately upon leaving the session) and can be actively done by the participant.

Please avoid beginning a learner outcome with understand, learn or knowor stating what you will do as the presenter in this session (e.g., “My plan this morning is to talk about...”).

Learner Outcome 1: After participating in this session, participants will be able to:

Learner Outcome 2: After participating in this session, participants will be able to:

Learner Outcome 3: After participating in this session, participants will be able to:

\* 14. INTERACTION REQUIREMENT: All sessions must be interactive. Interactive sessions do not conform to any single structure and can take a number of forms. How will you engage participants during your presentation? What interactive techniques will you utilize? Please mark all that apply or you would be willing to consider.

*If you are unsure of how to incorporate one or more of these learning techniques into your session, never fear! Conference presenters will be provided speaker training and coaching opportunities.*

- ☐ Case study
- ☐ Electronic polling or body voting
- ☐ Group brainstorming
- ☐ Lecturette (10-15 speaker content minutes, then audience activity such as questions and answers or small group discussion, then 10-15 speaker and then activity again)
- ☐ Problem solving scenarios
- ☐ Questions and answers at the end of session
- ☐ Role playing or exercise simulation
- ☐ Breakout group discussions (done by table group, triad group, or pair)
- ☐ Other Engagement Strategy - please specify:

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\* 15. SPEAKER AGREEMENT: By typing in my initials, I acknowledge that should my presentation be selected for the 2019 CWEA Annual Conference, I will sign and return my speaker contract, adhere to deadlines, participate in speaker training opportunities, pay a discounted speaker registration fee and ask that my co-presenters do the same.

16. COMMENTS: Do you have any comments or feedback on the Call for Proposals information, form or process? Was anything confusing or unclear?

Thank you for your interest in participating in the 2019 CWEA P3S Annual Conference which will be held in Monterey, California from February 10-13, 2019.

Once you have completed your electronic proposal submission, click on the "SUBMIT" button below.