2016 FEFPA Winter Conference
Florida Educational Facilities Planners’ Association, Inc.

February 3 – 5, 2016
Palm Coast, Florida

CALL FOR PRESENTATIONS

Topic Request Submission Deadline:
September 11, 2015
FEFPA 2016 WINTER CONFERENCE
CALL FOR PRESENTATIONS

DEADLINE FOR SUBMISSION OF TOPIC REQUEST FORM: Friday, September 11, 2015

The Florida Educational Facilities Planners Association (FEFPA) is accepting applications for conference presentations at the 2016 Winter Conference, February 3 through 5, 2016, at the Hammock Beach Resort in Palm Coast, Florida.

One of the principal goals of FEFPA is to provide its membership 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 200 individuals to attend the 2016 Winter 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. We want presentations to engage the audience, spark discussion, and inspire new ideas. While not expressly required, we strongly encourage presentations to be able to receive professional credit toward continuing education credentialing. Membership typically attends sessions to receive continuing education credits that they can use towards fulfilling their state professional licensing requirements.

PRESENTATION PROPOSALS WILL BE EVALUATED ON THE FOLLOWING CRITERIA:

• Relevance to our organizations principal goals [http://www.fefpa.org/mission.html]
• Freshness of subject matter
• Potential for qualifying for Continuing Education Units (CEU's)

PRESENTATION FORMAT AND GUIDELINES:

We are seeking presenters for pre-conference and concurrent sessions that our membership attends based upon their individual interests. We offer a full-day pre-conference on Wednesday preceding the Thursday and Friday regular conference sessions. 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. Associates members are encouraged to submit and present topics. However, presentations may not directly promote company products or services though company affiliation and branding is allowed.
The completed Speaker’s Agreement, including biographical information, is required no later than one (1) month prior to the Conference – namely Wednesday, January 6th.

Presentations at our Winter Conference are required to be pre-loaded on a USB-drive and are due to FEFPA no later than three (3) weeks prior to the start of the pre-conference – namely Wednesday, January 13th.

Each speaker will be responsible for his or her own travel expenses. Registration, meals and room costs for the day of the speaking engagement will be provided by FEFPA for Speakers from school districts, colleges, universities, and governing authorities. Audio-visual equipment (LCD projector, screen, sound system, and laptop with MS PowerPoint installed) will be provided in and by the conference venue.

Presentations - Team or individual proposals acceptable. With the format consisting of the 50-minute discussion/presentation and a 10-minute Q & A period immediately following to close the session.

Panels - Panel discussions are acceptable. These may be organized and submitted as a separate moderator or as a participant/moderator format.

Hands-on Sessions - Sessions featuring real world scenarios and advanced techniques are also acceptable.

PRESENTATION REVIEW AND SELECTION TIMELINES/DEADLINES:

Presentation Topic Submission: Friday, September 11, 2015
Peer Review and Selection: Friday, September 18, 2015
Full Presentation Submission Deadline: Monday, November 2, 2015
Peer Review and Selection: Friday, November 6, 2015
Modification of Final Presentation Submission: Friday, December 4, 2015
Speaker Selection Notification: Monday, January 4, 2016

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) and sending it to:

Dr. Allen Bottorff, FEFPA Program Chair at program@fefpa.org