



U.S. Environmental Protection Agency

Call For Presenters

2004 Community Involvement
Conference and Training



**Going the Extra Mile:
Meeting Community Needs**



June 15-18, 2004
Denver, Colorado

<http://www.epancic.org/2004>

At the 2004 U.S. Environmental Protection Agency's (EPA) Community Involvement Conference and Training, to be held in the mile-high city of Denver, Colorado, we plan to explore experiences and opportunities for "going the extra mile in meeting community needs." We hope to challenge presenters and participants to explore how EPA's public education, partnership and community involvement initiatives can meet both the needs of communities and environmental programs.

We invite you to submit a presentation proposal for the 2004 conference to share your own stories and experiences in meeting community needs through public participation, outreach and education. Tell us about meeting community needs by sharing your knowledge and expertise, presenting a successful approach, telling a story, overcoming challenges, or describing an innovative solution. Consider joining with your federal, state, local or tribal partners to submit a presentation proposal, either for a 90-minute session or for a four- or eight-hour training session. Please refer to the Proposal Evaluation Criteria (next page) for more details when developing your proposal. **Proposals must be received by Friday, December 19, 2003.**

Please share this *Call for Presenters* with your colleagues and public involvement professionals within EPA, government agencies at all levels, universities, citizen groups, not-for-profit entities, and other organizations. We want to hear from as many people as possible about their approach for going the extra mile.

About the Conference

This annual conference is designed for EPA managers, project staff, and partners who plan and implement EPA's community involvement, partnership, outreach and education programs. The conference provides a diverse and unique educational program—one in

which presenters and participants freely exchange information and learn from each other. We expect over 300 people to attend the conference, which is held over four days. The 90-minute concurrent sessions will be held the first two-and-a-half days of the conference (beginning on Tuesday morning, June 15, and concluding at noon on Thursday, June 17). The four- and eight-hour training sessions will be presented over a two-day period, beginning the afternoon of June 17, and concluding by noon on June 18. The conference also includes several keynote presentations, evening social activities, open time sessions, field trips, an exhibit room, and a poster session.

Presentation Types

In the mile-high city of Denver, we hope to hear original, interesting, engaging and dynamic presentations. We ask you to be creative in designing and preparing your presentation so that it is interactive and enriches others in public participation, public accessibility to information, partnerships, education and outreach, or community involvement. Consider submitting a proposal to:

- Discuss community involvement challenges and ways to respond to these challenges.
- Share results, pitfalls, successes, and lessons learned about projects.
- Provide hands-on examples and tools.
- Facilitate an interactive discussion about a hot issue or opportunity.
- Encourage participants to share their experiences and exchange ideas on a particular issue, challenge, trend, or opportunity.
- Invite and assemble a panel of field personnel and/or community members to share their experiences and ideas.
- Educate and train your peers on a particular skill in community involvement, public outreach, or education.
- Explore new environmental and information technologies.
- Visit a site or host a field trip to show how public participation has impacted the community or to showcase an innovative environmental project that involves the community.



Other Conference Presentation Options

If you are not interested in submitting a formal presentation for the conference, there are several other options available for you to “present” at the conference. You can propose a topic for an open time session, which are one-hour sessions held during the conference. Open time topics are proposed during the conference’s plenary sessions. The person proposing the topic also hosts the open time session. You also can display an exhibit in the conference exhibit room. Lastly, you may prepare and submit a poster for the conference poster session. During the poster session, the poster authors discuss their poster topics with conference participants. Awards are presented for the best posters, as determined by conference participants and a panel of judges.

Session Topics

As a presenter, we are looking to you to share your thoughts about meeting community needs within your specific area of expertise. This includes a wide variety of issues and topics related to programs and activities planned and implemented by EPA and its federal, state, local and tribal partners. For example, consider, but do not limit yourself, to a presentation that focuses on:

- Encouraging and integrating public input into environmental decisions.
- Involving the public as stakeholders and partners in environmental issues and decisions.
- Public education and outreach efforts and initiatives.
- Outreach and public participation programs that reach across cultural and ethnic groups or that address environmental justice or tribal issues.
- Collaboration between regulatory agencies for inter- and intra-agency efforts or for multi-media initiatives.
- Building networks for outreach and public participation.
- Establishing and maintaining public–private partnerships for outreach, education and community involvement.
- Community involvement or public outreach/education tools, technologies, approaches or activities.
- Evaluating the effectiveness of community involvement or public outreach/education projects and changing the projects in response to evaluation results.
- Hot issues or current trends in environmental community involvement, public education/outreach and information access.

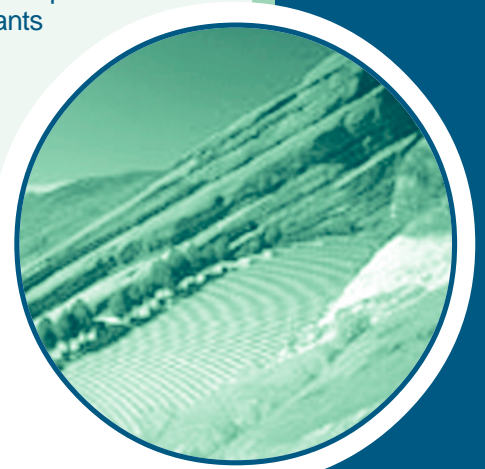
Proposal Evaluation Criteria

We are looking for presentations that are interactive, engaging, insightful and informative, and that draw on your expertise in public education and outreach, partnerships, and community involvement. Proposals must be submitted in writing and conform to the application instructions. Proposals will be evaluated on all of the following criteria:

- The proposal is well-written and the goals are clearly specified and achievable for the length of the session.
- The proposed presentation is interactive and engages the audience.
- The proposed topic contributes to EPA’s commitment to finding ways to foster and encourage community involvement, partnerships, outreach, and/or education.
- The proposed topic tackles emerging community involvement/outreach challenges or addresses current challenges in an innovative way.

For training proposals, one additional criterion will be used:

- The proposed topic and presentation will enhance the skills of participants and/or provide participants with useful tools.



What You Need to Know About the Presentation Proposals

Session Length: Conference sessions are 90 minutes in length. Training sessions are either four- or eight-hours and are held **only** on Thursday afternoon, June 17, through Friday morning, June 18.

Registration: All presenters and co-presenters must register for the conference. All non-EPA speakers are responsible for paying the registration fee, which is used to pay for conference refreshments. The conference fee is discounted for presenters (typically half of the registration fee).

Travel Reimbursement: Environmental Management Support, Inc. (EMS), EPA's conference planning contractor, has limited funding available to reimburse the travel-related expenses for *no more than two* expert speakers for each presentation (non-federal government presenters only). These expert speakers must arrange and pay for all their travel-related expenses up front and will be reimbursed for expenses after the conference. If you are requesting travel reimbursement for yourself or other co-presenters, complete the appropriate section of the application form. EMS will determine which speakers will be reimbursed. These individuals will be notified by April 1, 2004.

Audio-Visual Equipment: Presenters are expected to use a computer and LCD projector to show all of their presentation materials. Computers with PowerPoint viewer software (or other needed software) and LCD projectors **will be** provided for all presentations. If needed and requested by April 16, 2004,

support will be provided to presenters to convert their materials to the PowerPoint format. If additional equipment is needed, please note your equipment request on the application form. All final electronic presentation materials must be submitted by May 21, 2004.

Proposal Submission Process/Schedule

November 1 - December 19, 2003	Complete and submit proposals using the enclosed application form or use the on-line application form available at http://www.epancic.org/2004 .
December 19, 2003	Deadline for the submission of proposals
December 19-31, 2003	Acknowledgment of receipt of your proposal
February 27, 2004	Notification of presentation selection
March 15, 2004	Official notification sent to the primary contact listed on the proposal
May 21, 2004	Presenters submit electronic copies of presentation materials Additional equipment needs/room setup confirmed
June 15-18, 2004	2004 U.S. EPA Community Involvement Conference and Training in Denver, Colorado



Proposals due by December 19, 2003.
Complete and submit your proposal on-line at
<http://www.epancic.org/2004>

Proposal Application Form

Proposals are due by **Friday, December 19, 2003**. To submit a proposal, please type on a separate piece of paper your responses to the questions on this and the next page. Application templates are available on the conference web page.

Presentation Title: _____

Presenter Information

1. How many people will present this session? One Person Two People
 Three People Four People More Than Four People. List the number _____
2. Provide contact/background information (see below) for each presenter. Please list the Main Contact/Lead Presenter first, followed by information on each co-presenter.

Name (Mr./Ms./Dr.): _____

Organization: _____ Professional Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Note: All correspondence will be addressed to the Lead Presenter, but all presenters/panel members will be copied on all correspondence. If there is more than one presenter/panel member, full information must be provided on each individual (note that it is the Lead Presenter's responsibility to notify conference organizers of any changes to the presenters/panelists).

3. Describe the professional background and presentation experience of each presenter (no more than five sentences).
4. Will you or any of your co-presenters require reimbursement of travel expenses to present at the conference (**for non-federal government presenters only**)?
 Yes No

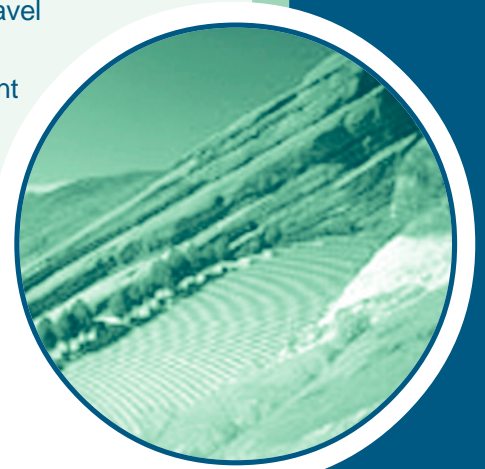
If yes, which presenters listed above will require reimbursement? (**not to exceed two presenters**):

1. _____ 2. _____

Note: Environmental Management Support, Inc. (EMS), EPA's conference planning contractor, has limited funding available to reimburse the travel-related expenses for *no more than two* expert speakers (non-federal government presenters only) for each presentation. These expert speakers must arrange and **pay for** all their travel-related expenses up front and will be **reimbursed** for these expenses **after** the conference. EMS will determine which speakers will be reimbursed and will notify these individuals by April 1, 2004.

Will you still be able to give this presentation at the conference if no travel reimbursement is available for the presenters listed above?

- Yes, we will be able to give this presentation without reimbursement of travel-related expenses for our presenters.
- No, we will not be able to give this presentation unless one of our presenters is reimbursed for their travel. Please list this presenter: _____
- No, we will not be able to give this presentation unless the two presenters listed above are reimbursed for their travel.



Presentation Information

1. How long is your proposed presentation? Please choose only **one** of the following:
Concurrent Sessions: (90 minutes only)
Training Sessions: 4 hours or 8 hours
Field Trips: ____ hours (please provide the time needed, not to exceed three hours)
2. Describe the type of presentation you are proposing (e.g., case study, panel, discussion, etc.).
3. Please indicate the appropriate audience for your presentation:
 For entry level professionals
 For professionals with two to four years of experience
 For experienced professionals (more than four years)
4. Briefly describe your session using no more than **250 words** (approximately half of a page). If your presentation is accepted, this description will be printed in the conference program and posted on the conference web page.
5. What will participants learn in your session? Please list the key learning objectives or messages from your presentation.
6. How will the audience participate in your presentation? Explain, using no more than **75 words**, how you intend to interact or promote discussion with the audience.
7. What audiovisual equipment will you require for your presentation?

Note: Computers with PowerPoint viewer software and LCD projectors **will be** provided for all sessions. Presenters are expected to use this equipment to show all of their presentation materials. If needed and requested by April 16, 2004, support will be provided to presenters to convert their materials to the PowerPoint format. Conference organizers are planning to produce and distribute presentation proceedings in electronic distribution formats. All final electronic presentation materials must be submitted by May 21, 2004.

- Flip Chart (How Many? ____) Note that flip chart information will not be recorded for the conference proceedings
- VCR
- DVD Player
- Other _____ (Requests for additional equipment will be considered on an individual basis.)

8. Add the following statement to the end of your proposal:

“With the submission of this proposal, I acknowledge that EPA reserves the right to record any portion of my presentation for later reproduction and distribution to conference participants. I shall provide to conference organizers copies of presentation materials in an electronic format, for inclusion on the conference proceedings web page.

I also recognize that I am required to register for the conference and, if necessary, pay a discounted registration fee (non-EPA presenters only).”

9. Sign and date your proposal, and submit your answers via mail, fax, or e-mail by *close of business on **Friday, December 19, 2003***, to the CI Conference Coordinator (address provided on next page).



Submit proposals to:

CI Conference Coordinator
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone: 301-589-5318
Fax: 301-589-8487
E-mail: ciconference@emsus.com

**Apply On-line or Get
Proposal Questions At
<http://www.epancic.org/2004>**

**Proposal Application
Available On-line**

We ask that you submit your proposal application by e-mail, either in WordPerfect or Microsoft Word. A WordPerfect and Microsoft Word file containing the proposal questions may be obtained from the conference web page at <http://www.epancic.org/2004>. Or you can contact our conference coordinator, Environmental Management Support, by e-mail at ciconference@emsus.com or by phone at 301-589-5318. You also can complete an on-line version of this application, which is available at the conference web page.

Conference Contacts

For more information, contact either:

**Community Involvement Conference
Coordinator**

Environmental Management Support
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Phone: 301-589-5318
Fax: 301-589-8487
E-mail: ciconference@emsus.com

**Chris Tirpak, 2004 EPA Conference
Co-Chair**

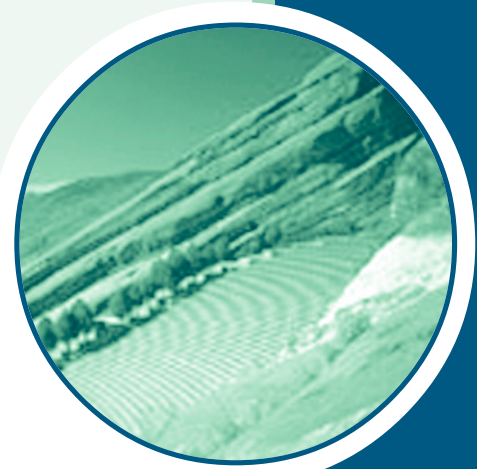
Office of Prevention, Pesticides, and Toxic
Substances
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (7101M)
Washington, DC 20460
Phone: 202-564-0546
Fax: 202-564-0540
E-mail: tirpak.chris@epa.gov

**Theresa Trainor, 2004 EPA Conference
Chair**

Office of Wetlands, Oceans, and
Watersheds
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (4504T)
Washington, DC 20460
Phone: 202-566-1250
Fax: 202-566-1336
E-mail: trainor.theresa@epa.gov

Pat Carey

Office of Solid Waste and Emergency
Response
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (5204G)
Washington, DC 20460
Phone: 703-603-8772
Fax: 703-603-9100
E-mail: carey.pat@epa.gov





United States
Environmental Protection
Agency (5204G)
Washington, DC 20460

Official Business
Penalty for Private Use \$300

First Class Mail
Postage and Fees Paid
EPA
Permit No. G-35

Proposals Due By December 19, 2003