

2004 U.S. EPA Community Involvement Conference and Training

Presentation Proposal Application Form

Presentation proposals are due by **Friday, December 19, 2003**. Please type your responses to all of the questions on this form and follow the directions on how and where to submit the completed form.

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 Session: (90 minutes only)

Training Session: 4 hours or 8 hours

Field Trip: _____ hours (please provide the time needed, not to exceed three hours)

2. Please 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.

Submit completed proposal 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
Email: ciconference@emsus.com

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
Email: 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
Email: 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
Email: 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