

**2020 Convention & Expo
Call For Presentations Guide
December 1, 2019 - February 28, 2020**

OVERVIEW

The 2020 American Society of Plumbing Engineers (ASPE) Convention & Expo, to be held September 11 - 16, 2020 in New Orleans, Louisiana, is an opportunity for industry professionals to engage in learning to advance their careers, improve productivity, and help their firms gain an edge by sending their employees to attend the numerous technical sessions.

ASPE is seeking conference presentations that address current industry codes and standards, emerging technologies, basic plumbing design elements, in addition to intermediate- or advanced-level design topics. Each session is 60 minutes in length.

Through the Call for Presentations submission site, submitters and speakers will be required to complete information about the proposed topic, provider speaker(s) biographical information, and relevant learning objectives. Topics areas for consideration are:

- Codes and Standards
- Construction Related
- Equipment and Equipment Design
- Fire Protection and Life Safety
- Legal or Ethical
- Legionella / Water Quality
- Medical Gas
- Project Management / Leadership
- Revit or Software Instruction
- Sustainability
- System and System Design
- Other / Misc

There are three session types from which you're required to select one to describe the proposed session:

- Lecture (1-2 speakers)
- Panel (2-4 speakers)
- Hands-on (1-4 speakers)

Knowledge Levels

Submissions will be required to designate which experience levels in designing plumbing systems attendees can expect from your proposed session.

- Entry level (1-5 years)
- Intermediate (6-9 years)
- Advanced (10+ years)

MORE INFORMATION

- **Plan your submission in advance.** Use the template provided at the end of this document to arrange the proposal before visiting the Call for Presentations site. Review the form at the end of this document to prepare your proposal prior to submitting information for your proposal. Once you have compiled your proposal, press 'Create an Account' to get started.
- **You're permitted to have one point of contact submitting documentation on behalf of speaker or group of speakers.** The submitter does not need to be a speaker but will be completing certain documentation on behalf of the speaker(s).
- **All proposed speakers must be included in the submission.** All documentation related to your submission will be reviewed and changes to session speakers may not be granted. Each proposed speaker will be sent instructions for which they are to complete and sign.
- **Ensure your session proposal is non-proprietary.** Sessions must be educational in nature and manufacturer/vendor neutral.
- **All accepted speakers must adhere to published deadlines.** You must be committed and responsive to working with ASPE to deliver exceptional service by adhering to deadlines, to include submitting program materials in the timeline that is shared with you upon acceptance. Failure to do so may result in removal from the program schedule and/or the removal of CEU/PDH credits for the session.
- **Accepted speakers will be required to complete and submit additional documentation.** This includes a non-commercial agreement, a presentation release, provide a short five-question quiz related to the material presented, a formal headshot, and to use provided presentation templates.

TIMELINE

The Society appreciates your interest and time committed to submit your presentation. Below is a tentative timeline of deadlines and other dates:

- Call for Presentations Opens: December 1, 2019
- Call for Presentations Deadline: February 28, 2020
- Conference Invitations: Early May 2020
- Agreements signed: Mid-May 2020
- Session materials due: Early August 2020

SUBMISSION REQUIREMENTS AND DOCUMENTATION

Once you've created an account and have logged in you're required to submit the following documentation and information for your proposal to be complete.

Task 1: Personal Details

You'll note if you're the submitter only or the submitter and speaker.

- Name
- Mailing Address
- Email and Phone #

Professional Information

- Title
- Company
- Credentials (ex: CPD, PE, ASSE)

Other items (to be completed for each speaker)

- Are you an ASPE member? Yes/No
- Have you submitted a proposal for an ASPE Convention or Tech Symposium in the last two years? Yes/No
- Have you spoken at a Society-hosted event (conference, webinar, or workshop) in the past two years? Yes/No
- Have you spoken to an ASPE chapter before? Yes/No
- If selected Yes, please list any chapter speaking history.
- Past teaching, presentation, and/or speaking experience.
- Biographical paragraph

Task 2: Presentation Details

- Presentation Title
- Topic Area
- Experience Level
- Short Description (25 words minimum)
- Long Description (75 words minimum)

Task 3: Learning Objectives

Each proposal must include 4 learning objectives (maximum 6) which includes the time duration (ex: 15 minutes).

REVIEW PERIOD

In the weeks following the close of the Call for Presentations submission site, all completed proposals will go through an anonymous review by the ASPE Education Conference Sub-Committee. Should the committee or ASPE Staff have follow up questions they will reach out to you. All submitters will be notified in early May 2020. Those who were not selected will receive a summary and/or breakdown of the committee's comments and ranking of submitted presentations.