

Call for Education Session Proposals and Guidelines/Policies for Speakers

Thank you for your interest in presenting at the Annual Conference on School Facilities. These guidelines have been established to assist you in preparing a workshop proposal for review by the Planning Committee. Prior to submitting your proposal, please review the accompanying Guidelines/Policies and Planning Timeline/Speaker Deadlines.

Workshop Formats

All sessions must be educational, sales presentations are not allowed. There are three concurrent session lengths at the Conference:

- Workshops: 1 hour
- Workshops: 45 minutes
- Workshops: 30 minutes

These time blocks are all-encompassing, plan to include speaker introductions, lecture and/or [interactive activities](#), as well as question-and-answer periods, if selected by the committee.

Guidelines/Policies for Speakers

All moderators must agree to adhere to the following guidelines:

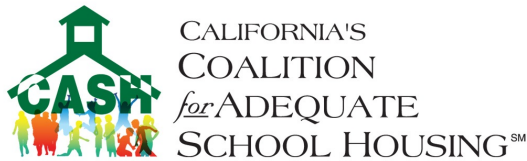
- **Panel Composition – Public Sector and Private Sector Balance:** Sessions are limited to one (1) panelist per private sector (associate member) organization, including the moderator, no exceptions.
 - **1-Hour Workshops:** Moderators are counted as one (1) panelist, no exceptions. All sessions must include at least one panelist from the public sector (school district/county office of education/government agency). Sessions are limited to four (4) panelists maximum.
 - **45/30-Minute Workshops:** These sessions are limited to no more than two (2) panelists, maximum, no exceptions. If two presenters are confirmed, at least one (1) must be a public sector member (school district/county office of education/government agency).
- **Membership:** All panelists must be CASH members.
- **Registration:** All panelists are responsible for supporting the conference by self-registering online. One-day and full-conference options are available. Registration for the 2022 Conference will open Fall 2021.
- **Copyright and Right of Use:** If a presentation is using information and/or images that are not owned, the presenter(s) must have permission from the owner and source(s) must be cited during the presentation. Copyright infringement and plagiarism are expressly prohibited.

Proposal Requirements

The following information should be included with all proposals:

- Title (maximum 80 characters, with spaces)
- Description (maximum 800 characters, with spaces)
- Four (4) learning objectives for attendees
- Moderator name and contact information
- Panelist names (optional, if known)
- Continuing Education (CE) credit eligibility (AIA and MCLE), if applicable
- Selection of one Education Topic Strand
- Selection of Education Session Length

The deadline to submit proposals is Friday, July 23, 2021.



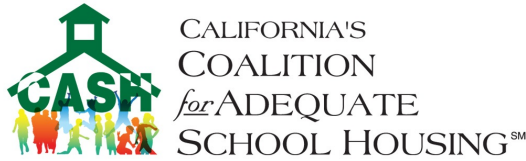
Selection Process

Proposals at all levels will be considered, from fundamentals to advanced. Proposals that detail attendee takeaways, [interactive components](#) (multiple case studies, etc.) and [audience participation](#) beyond a typical lecture format will be weighed more favorably. CASH reserves the right to limit the number of sessions that representatives from private sector (associate) member companies may participate in.

The Annual Conference Planning Committee Strand Subcommittees will review proposals and the Subcommittee Co-Chairs will bring forth recommendations to the Committee for approval. CASH Staff will communicate the outcomes to Workshop Moderators in Fall 2021.

Questions?

Please do not hesitate to contact CASH Staff Caitlin Carter, ccarter@m-w-h.com.



Planning Timeline and Panelist Deadlines

***Due to the short planning timeline for 2022, all deadlines are hard deadlines. CASH Staff will send out reminders prior to each deadline. Thank you for your understanding.**

Monday, September 27, 2021 – Final Session Contents

This is the deadline to send CASH Staff your final session contents for inclusion in the printed Brochure, including:

- Title
- Description
- Moderators and Panelists full names and entities

Friday, November 12, 2021 – Panelist Information

This is the deadline to confirm all panelists with CASH Staff, including:

- Full names, entities, email addresses and phone numbers
- Biographies (brief, one paragraph, 100 words or less)
- Professional headshot photos (JPEG preferred, 300x300 pixels)

If any minor modifications to previously submitted session contents (title, description, learning objectives) are necessary, this is also the deadline for those changes.

Session titles, descriptions, and presenter names and entities will be printed in the Conference Program. Presenter photos and bios will be published in the Conference Mobile App.

Friday, December 17, 2021 – Self-Registration Deadline

This is the deadline for all moderators and panelists to register for the Conference.

Monday, January 24, 2022 – Presentations and/or Handouts

This is the deadline for moderators to send all final presentations and handouts to CASH Staff, for posting on the Conference Mobile App, which will go live 1-2 weeks prior to the event. CASH does not provide printed handouts or USB flash drives to attendees. (PowerPoint files preferred, 16:9 slide format.) If final presentations are not available, the recommendation is to prepare a one-page handout highlighting your session's panelists and key takeaways. No sales/marketing pieces are allowed for handouts.

At the Conference – DATES TBD, 2022

Presenters can expect the following arrangements:

- A projector, screen, podium and panelist table will be setup prior to your arrival.
- Presenters are responsible for bringing their own laptop to use during the session.
- The number of microphones set will be determined by the size of the room, not the number of presenters.
- Attendee seating configurations will be determined by the size of the room.
- Each session will be assigned a Room Coordinator, to assist with distributing moderator notes and workshop evaluations, and the ability to call CASH staff for technical assistance with audio/visual equipment, if needed.

CASH staff will communicate the arrangements and attendee capacities per room prior to the Conference.

Questions?

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