**CALL FOR SESSION PROPOSALS**   
Please forward this completed form to [laapa.sb2018@gmail.com](mailto:laapa.sb2018@gmail.com) by **June 29, 2018**

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| *Session topic proposals must meet content guidelines listed at the end of this form to provide professional Certification Maintenance (CM) credits for attendees. Sessions will last* ***90 minutes, including Q & A*** *period. APA Louisiana* ***does not pay*** *speaker fees nor reimburse for travel expenses. Speakers do not have to register for the conference in order to speak but may purchase a luncheon ticket for the day of their session.* |

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| **Session Title** |  |
| **Topic**  (related to conference theme: “The Face of Planning”) |  |
| **Format:** (roundtable, panel discussion,  traditional lecture,  mobile workshop) |  |
| **Full Session Description**  Approximately 300 to 500 words- identify how topic is relevant for professional planners |  |
| **Brief Session Description**  Limit to 50-60 words  for conference program |  |
| **Moderator Name & Title** |  |
| **First Panelist / Instructor Name & Title** |  |
| **First Biography**  (include relevant experience showing expertise in topic) |  |
| **Second Panelist / Instructor Name & Title** |  |
| **Second Biography**:  (include relevant experience showing expertise in topic) |  |
| **Third Panelist / Instructor Name & Title** |  |
| **Third Biography**:  (include relevant experience showing expertise in topic) |  |
| **Technical Needs for session:**  (internet access, other special requests) |  |

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| **Contact Information for Session Facilitator:**  This person will be responsible for organizing the session and working with the conference committee if this session proposal is selected, to ensure full participation of panelists, organize technical needs and provide a point of contact moving forward. The facilitator can also participate in the session, ideally as moderator. | |
| Name |  |
| Affiliation |  |
| Mailing Address: |  |
| Email: |  |
| Phone: |  |

# PECHA KUCHA:

The Pecha Kucha format is a concise presentation. You have exactly 20 slides and 20 seconds each to speak to them. The format forces you to get to the point quickly, and that your just under 7-minute-long presentation will pack a punch. Learn more about the presentation format at pechakucha.org. Also, a PowerPoint template specifically for APA LA is available on our website. It includes 20-second timings to keep you on track.  
<https://goo.gl/Ft6GYL>

To submit, complete the information below and email to the host committee at [LAAPA.SB2018@GMAIL.COM](mailto:LAAPA.SB2018@GMAIL.COM)

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| --- | --- |
| Topic |  |
| Presenter’s Name |  |
| Bio and familiarity with topic |  |
| Goal of the presentation |  |
| Contact Info. |  |

# Session Content Guidelines:

Workshop session space is limited. Submittal of a proposal is not a guaranteed invitation to speak or present. Sessions that do not include all the information requested in the Call for Proposal Form will be deemed unacceptable for the conference program.

All proposed sessions are required to be a total of ninety (90) minutes in length, including Q&A. If selected, presenters will be responsible for providing their presentations in PowerPoint to the identified host committee coordinator three weeks in advance of the conference: submit by Friday, September 7, 2018.

APA LA reserves the right to assign individual session presenters to panels with similarly themed speakers to create individual workshops meeting the 90-minute length outlined above.

APA LA reserves the right to cancel offsite activities and mobile workshops due to lack of demand or interest from conference participants. Notification of cancelations will be made within five days of the conference start date.

Louisiana APA does not pay speaker fees nor reimburse travel costs for speakers. Speakers do not have to register for the conference in order to speak at the conference and may purchase a ticket for the luncheon for the day of their session.

**APA Criteria for the Content of Certification Maintenance (CM) Activities**

* The content of CM activities must be designed to meet a specific planning-related training objective.
* The content of CM activities must be designed to teach subject matter in appropriate depth and scope for the level of the typical AICP member, a practicing planner with at least two years of professional experience.
* The content of CM activities must be non-promotional in nature. Program content must be unbiased. An organization's services or products may be discussed prior to or after the completion of the CM credit portion of the activity.
* The content of CM activities must address demonstrated educational needs of AICP members.
* The content of CM activities must communicate a clearly identified educational purpose or objective.
* For CM activities to fulfill the Ethics requirement, providers must demonstrate that the content of the activity is related to the AICP Code of Ethics and Professional Conduct.
* For CM activities to fulfill the Law requirement, providers must demonstrate that the content of the activity is related to planning law. Such activities may include, but are not limited to, topics such as environmental law, land use law, redevelopment law, administrative law and housing law.

**CM Credit FAQs**

1. Do exam prep activities count for CM credit? *No, exam prep activities will not count for CM credit.*
2. Do charrettes or visioning workshops count for CM credit? *Neither charrettes nor visioning workshops count for CM credit because training is not the primary objective in these activities. However, an activity that trains members on how to conduct charrettes may count for CM credit if other program criteria are met.*
3. Would an introduction to planning course be eligible for CM credit? *No, because a course that provides an introduction to the entire planning field is considered remedial for a certified planner.*
4. Can activities geared towards professional development, but not directly planning related, count for CM? *An activity must be designed to meet a specific planning-related training objective. Examples of courses that may qualify include:* 
   1. *Conflict resolution, with a focus on planning*
   2. *Advanced training in GIS*
   3. *Environmental law*
   4. *Management, with a focus on planning*
   5. *Project management, related to planning*
5. *Examples of courses that would not qualify for CM include: General project management; Advanced Excel training; Contract law*
6. Does planning commissioner training count for CM credit? *No, neither activities whose intended audience is planning commissioners nor activities that are clearly marketed to planning commissioners shall count for CM credit.*

***For more information on the CM Program, please see*** [***planning.org/cm***](https://www.planning.org/cm/)

*Rev. 4/20/18*