



SNEAPA 2018

HARTFORD • CONNECTICUT

Call for Session Proposals

SNEAPA 2018

October 18-19, 2018

Connecticut Convention Center, Hartford, Connecticut

Submit Proposals to programs@sneapa.org

Deadline: May 11, 2018

Come share your expertise and experiences in planning and development with a session at the 2018 Southern New England American Planning Association (SNEAPA) Regional Planning Conference. The Connecticut Chapter of the American Planning Association (CCAPA) is hosting this annual event at the Connecticut Convention Center in Hartford, CT on October 18-19, 2018.

The SNEAPA Conference draws up to 700 planners, engineers, architects, landscape architects, academics, students and other professionals, across the public and private sectors, from Connecticut, Massachusetts, Rhode Island and the surrounding region.

We seek sessions that will provide attendees with knowledge and skills necessary to engage in best practices in planning, design, and public engagement. Priority will be given to sessions which provide significant audience participation, hands-on and skill-building workshops. SNEAPA provides opportunities for presenters and attendees to earn CM credits for AICP certified planners.

Submission of Session Proposals

Please submit your session proposal by email to programs@sneapa.org no later than May 11, 2018. Proposals must be submitted as a PDF or Microsoft Word document.

Session Relevance

All session proposals shall offer a professionally relevant learning experience to planners, students, and other professionals interested in local or regional planning, community engagement, infrastructure and regulatory process. Certified planners will look to your session for a specific educational opportunity that can be used for Certification Maintenance (CM) credit.

Session Formats

All formats will be considered with a preference to sessions focused on audience participation, hands-on and skill-building workshops. Sessions sharing compelling stories may follow the traditional presentation-style format.

Session Length

Proposals should be designed for a 75 minute session. However, some 60 minute or 90 minute sessions may also be available on a competitive basis.

Session Proposal Content

Proposals will be judged on quality and completeness. Proposals must include the following information organized with section headings:

- 1) **Topic/Theme.** In a word or two, identify the main topic or theme.
- 2) **Title.** A short, interesting title that accurately reflects the focus of your session.
- 3) **Goal.** Clearly define what information, concept or idea you want your audience to “take-away” from your session. Identify why this information is relevant and important for your audience to know. (50 words)
- 4) **Abstract.** Provide a short summary that clearly identifies the background, methods, outcomes and conclusions of your session. (200 words)
- 5) **Contact Information.** Provide each presenter’s name, title, affiliation, professional credentials, i.e., AICP, PE, AIA, etc., and contact information including phone number and email.
- 6) **Instructor Biographies.** A biography for each presenter. (100 words max)
- 7) **Presentation Format.** Define the format of the session. i.e., workshop, panel, hands-on. Indicate presentation length and any media and specific requests, i.e., audience seating, workshop tables, open floor space, etc. Remember that priority will be given to proposals that include significant audience participation, hands-on and skill-building workshops.
- 8) **Certification Maintenance (CM) Criteria.** Describe how your session offers a professionally relevant learning experience and meets educational need for a typical AICP planner. (300 words)

Session Proposal Review Criteria:

- Creativity and Strength
- Applicability of topic to all three states (CT, MA, & RI)
- Diversity, quality and relevant background of presenters
- Audience participation
- Content completeness

Notes and Requirements for Presenters

All presenters must register for the conference. This applies whether you will attend the event for only your session, a single day or for the full event. Presenters who attend the conference only to present their session are not required to pay registration fees. The “presenter-only” option does not include meals or any other related expenses.

SNEAPA will provide Wi-Fi internet access, microphones, LCD projectors, overhead projectors, laptop computers and screens. SNEAPA is not responsible for handouts, shipping, handling, or storage of materials at the conference, or for any lost or stolen materials or equipment.

Proposal Submittal Deadline. May 11, 2018

Notification of Session Acceptance or Decline. June 2018.

Proposal or CM Questions. Marek Kozikowski, AICP. 860-828-7060. programs@sneapa.org

For more information and conference updates please visit: www.SNEAPA.org