

Sample for submitting a proposal for SWANApalooza 2018

This is the information you will need to provide in the Survey Monkey submission form. You may want to draft your proposal in a Word document so you can cut and paste the information into the appropriate fields, keeping to the stated word guidelines.

DEADLINE FOR SUBMITTING A PROPOSAL IS 5:00 p.m. Eastern time on Tuesday, August 1, 2017.

Click "submit" to get started.

1. PRESENTER TERMS OF AGREEMENT

If your session proposal is accepted, you agree to:

- * Meet ALL posted dates and deadlines. SWANA reserves the right to make adjustments to any session that does not meet deadlines.
- * Submit abstracts and papers submitted that are original in nature, not presented or published elsewhere.
- * Be available to present on any day and time during the Landfill Symposium in 2018. **SWANA is unable to accommodate specific date and time requests for presentations.**
- * Register for the 2018 SWANApalooza conference. If you plan to attend only on the day of your presentation, you may qualify for a single-day registration. **Speakers are considered conference attendees and are expected to pay their own travel expenses.**

If you have any questions, please contact us at techdivisions@SWANA.org.

By submitting this proposal, I agree to the terms and conditions outlined in this section.
I agree to SWANA's Presenter Terms of Agreement.

*

Yes

No

If you answered no to the presenter terms, we are unable to accept your proposal.

Name

Professional Designations
(S.C., P.E., BCEE, etc.)

Professional Title

Organization

Address 1

Address 2

City/Town

State/Province
Zip/Postal Code
Country
Email
Work Phone
Cell Phone

- Twitter professional account where we should publicize your presentation, if accepted.
- Facebook professional page where we should publicize your presentation, if accepted.
- LinkedIn page where we should publicize your presentation, if accepted.

2. Contact Information of Primary Presenter (only one presenter per proposal). This is the person SWANA will notify if the reviewers have questions about the presentation or if the presentation is accepted. You will be allowed to list co-presenters later.

3. Are you a Young Professional (* age 35 or younger)?

Yes

No

4. Select the presentation format that best suits your presentation. See format explanations on the Call for Presentations web page.

- Learning through Stories (Case Study) (30 Minutes) - maximum Primary Presenter plus one other
- Let's Talk About It (30 Minutes) - maximum Primary Presenter plus one other
- 360 Panel (60 Minutes) - maximum Moderator (Primary Presenter) and 2-3 panelists
- See It My Way – Debate (30 Minutes) - Moderator (Primary Presenter) and 2 SMEs

5. Presentation Title (Please limit to 15 words. SWANA reserves the right to change presentation titles.) Focus your title on a PROBLEM that your presentation will solve, to persuade the audience to attend your presentation.

6. Expand on your title by completing this statement in 80 words or fewer. (This information will be used in SWANA's publicity if your presentation is accepted.) My presentation will address this challenge in the landfill management industry:

7. Submit your proposal (Limit 500 words. Proposals truncated because of space limitations will not be considered). Your proposal should include a description of your creative ways to engage learners and enhance the learning process as well as the content you will cover. DO NOT include names of presenters in this section.

1)

2)

3)

8. Complete this sentence to let the audience know what solutions you offer: Following this presentation, participants will be able to...

9. Submit a biographical sketch of the Primary Presenter (* 200 words or less).

Event/date/location

Event/date/location

Event/date/location

10. If the primary presenter has given presentations at other events, including SWANA Chapter events, please list examples:

11. If a video of the Primary Presenter's presentation skill is available online, please list the URL

12. If your presentation will have more presenters than the person submitting this proposal, list Presenter 2 here. People who are authors of a technical paper who are NOT presenting should not be listed here. They should be announced during the presentation as additional authors.

Name

Title

Organization

Email

Phone

13. If your presentation will have more presenters than the person submitting this proposal, list Presenter 3 here. People who are authors of of a technical paper who are NOT presenting should not be listed here. They should be announced during the presentation as additional authors.

Name

Title

Organization

Email

Phone

14. If your presentation will have more presenters than the person submitting this proposal, list Presenter 4 here. People who are authors of a technical paper who are NOT presenting should not be listed here.

They should be announced during the presentation as additional authors.

Presenter 2 bio

Presenter 3 bio

Presenter 4 bio

15. Provide a short bio of each proposed co-presenter - 200 words or fewer for each presenter.

16. SWANA provides a laptop, projector, screen and microphone for all presentations. SWANA does NOT provide a live Internet connection in sessions due to cost. Please indicate any additional equipment your presentation may require.

- Enhanced audio (videos, music, etc.)
- Wireless microphone
- Easel, flip-chart and markers
- Other, please specify

If your presentation is accepted, we'll provide more information on how to give a great presentation, as well as a SWANA presentation template for your PowerPoint.

We ask that during your session you:

- 1. Add interest to your presentation by using video and images more than word slides.**
- 2. Keep slide text to 24 points or larger so it can be read by the audience.**
- 3. Don't read your slides; instead, add value by speaking to what is on the slides.**
- 4. Always face your audience and do not turn your back to them to look at the slides on the screen.**
- 5. Use the microphone when speaking.**
- 6. Engage your audience and encourage their feedback.**
- 7. Allow for interaction among the attendees.**
- 8. Repeat all attendee questions so all can hear.**

17. My proposal is complete.

Yes

No

Proposals will be reviewed in mid-August through early September..