



CALL FOR CONFERENCE SESSIONS

The Washington chapter of the American Planning Association invites you to submit your session proposal(s) for the **2009 conference**, scheduled to take place **November 12–13** at the Hilton, in **Vancouver, Washington**. In an effort to minimize time away from work, this year’s conference is scheduled for two full days.

This year’s theme is “CHANGING LANDSCAPES: Past, Present & Future.”

The proposals for sessions may be on any topic relevant to the planning profession. Examples include the economy, environment, sustainability, power and energy, ethics, regulations, finances, communities, social issues and redevelopment/development. We know there is a lot going on out there, and we encourage you to share your expertise and experiences in these changing times.

Deadline for submissions is **April 15, 2009**. The conference Program Committee will review the session submissions and choose sessions based on relevancy of the topic, originality, format and completeness of the proposal. The Program Committee will ensure that the conference includes a wide variety of session topics, formats and speakers.

All who submit session ideas will be contacted regarding a decision of acceptance. Once a session is chosen, the Program Committee will contact you to discuss session details. The Chapter intends to offer as many AICP CM credits as possible at this conference, so session organizers should aim to structure their session(s) to be consistent with the learning objectives of CM training. For your convenience, the CM review criteria and a CM registration form are attached. You may want to refer to these as you are developing your session and selecting your speakers. Session organizers will be responsible for submitting a completed CM registration form, which will be due back to conference organizers shortly after your session is accepted.

The Program Committee is responsible for the content of each session and, as the conference program develops, edits to proposals, suggestions for additions, or other changes may be made to better balance each session.

SESSION FORMATS

- Formats other than the traditional presentations are encouraged, including: Point/Counterpoint, Panel Discussions, Single Speaker, Moderated Debate, Interactive Workshops, etc.
- Number of presenters in each session is limited to 3 plus moderator (75–90-minute session).
- Presenters are expected to register and pay to attend the APA Conference in accordance with the speaker registration policy.*
- Audio visual equipment (including laptops and LCD projectors) and a technician will be provided for each session.

* Speaker Registration Policy

- If speakers are planning professionals, they are expected to support the profession by participating and paying to attend the conference either as a full registrant or at the one-day rate (whichever is pertinent to their participation).
- If speakers are attending only their session, the registration fee is waived.
- If speakers are non-planning professionals, the registration fee is waived for the day of their session only.
- Due to budget constraints, we are unable to pay honoraria or reimburse for expenses.

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American Planning Association
Washington Chapter

Making Great Communities Happen

CHANGING
LANDSCAPES
PAST, PRESENT & FUTURE

2009 CONFERENCE
November 12–13, 2009
Hilton Vancouver Hotel
Vancouver, Washington

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SUBMITTAL INSTRUCTIONS

By **April 15, 2009**, please e-mail session proposals with the following information (please note that the session proposal **will not be accepted** if all of these items are not included):

- **Session name** (brief, 4 to 5 words, catchy, yet fully descriptive of topic preferred).
- **Paragraph** describing the topic and message. Provide enough detail in description so that the committee can make a great selection (500-word maximum).
- **Presenter** or **moderator name**, e-mail and telephone number.
- **Proposed speaker(s)** if known (additional speakers may be added later).

Prior to developing your session and selecting speakers, you are advised to consult the attached CM Criteria & Template document to ensure that your session will be eligible for AICP certification maintenance credits, and that you gather the information you need at the beginning.

SUBMITTAL INSTRUCTIONS AND QUESTIONS

Please e-mail your proposal submittals and any questions regarding proposals to Sharon Wright at sharon.wright@hdrinc.com.

CM QUESTIONS

If you have any questions about **CM credit** for your session, please contact Nancy Eklund at nancye@ci.puyallup.wa.us.

IF YOU ARE SELECTED

- You will be contacted by a Program Committee member to finalize your session.
- You will be asked to provide a brief description (40-word maximum) to use for the conference program.
- You will also be asked to complete a final CM form to include a description of your session demonstrating how it is consistent with CM criteria, and providing biographical information on your speakers. You must submit a completed CM form for your session selection to be considered final.

IF YOU ARE NOT SELECTED

If your session is not selected this year, you will be contacted by a Program Committee member.

SUBMITTAL DEADLINE

April 15, 2009