



**59th Annual Conference & Equipment Show
Mid-Atlantic Chapter - American Public Works Association
May 10th - 12th, 2017 ~ Fredericksburg, Virginia**

Call for Abstracts/Presentations

*NOTE: Before completing this form, please read the Abstract Instructions on the Chapter website:
<http://midatlantic.apwa.net/>*

1. Speaker Contact Information: (* indicates required fields)

Speaker/Primary Contact

* First Name:		* Last Name:	
Title:		Agency/Company:	
* Address 1:		Address 2:	
* City:		*State/Province:	
* Zip Code:			
* Office Phone:		Cell Phone:	
* E-mail:		Fax:	

Additional Speakers

* First Name:		* Last Name:	
* E-mail:		Agency/Company:	
* First Name:		* Last Name:	
* E-mail:		Agency/Company:	
* First Name:		* Last Name:	
* E-mail:		Agency/Company:	

2. **Presentation Title:**

Title of session: (Catchy, interesting - indicates benefits to attendees)

3. **Proposal Summary - 250 word limit:**

Clear and concise description focusing on practical applications, critical issues, emerging trends, innovative approaches, best practices, etc. Keep in mind that too brief a description gives the Review Committee too little information to judge your proposal fairly. Proposals with more than 250 words are too cumbersome.)

4. **Learning Objectives:** (see Examples of Learning Objectives using active, measurable verbs below)

Learning Objective 1: (Please use an active verb from the list of behavioral verbs below to begin your phrase.)

Complete the following phrase – 150 Words Max.: “By attending this session, participants will be able to:”

Learning Objective 2: (Please use an active verb from the list of behavioral verbs below to begin your phrase.)

Complete the following phrase – 150 Words Max.: “By attending this session, participants will be able to:”

Learning Objective 3: (Please use an active verb from the list of behavioral verbs below to begin your phrase.)

Complete the following phrase – 150 Words Max.: “By attending this session, participants will be able to:”

Examples of Learning Objectives using active, measurable verbs:

Verbs such as know, understand, comprehend, learn, etc. do not measure behavior and should not be used in learning objective statements. Below are examples of Learning Objectives that include behavioral verbs.

By attending this session, participants will be better able to:

- **List** the steps for Fleet managers to become NIMS certified.
- **Design** and **conduct** a systematic inventory and inspection of sidewalk assets.
- **Identify** facility deficiencies that impede efficient and economical customer service.
- **Make** informed budgeting decisions about the “real” costs of services and projects.
- **Prepare** a pre-operation safety inspection checklist.
- **Plan** for and **implement** a curbside organics collection program.
- **Evaluate** maintenance management systems features and **choose** which options will work best your operations.
- **Convince** governing bodies of the benefits of adopting smart growth techniques.
- **Promote** the benefits of investing in an in-house advanced leadership program.
- **Develop** a public information and media strategy.

Below is a partial list of behavioral verbs to use when composing Learning Objectives:

Aid	Analyze	Anticipate	Apply
Arbitrate	Arrange	Ask	Assemble
Assess	Assist	Author	Begin
Budget	Build	Calculate	Challenge
Choose	Clarify	Coach	Code
Collaborate	Communicate	Compare	Complete
Compose	Compute	Conceive	Conceptualize
Conduct	Construct	Contrast	Control
Convey	Coordinate	Correlate	Correspond
Counsel	Create	Decide	Define
Delegate	Demonstrate	Deploy	Describe
Design	Determine	Develop	Diagnose
Differentiate	Direct	Discern	Discuss
Draft	Edit	Educate	Effect
Eliminate	Employ	Encourage	Engage
Engineer	Enhance	Establish	Estimate
Evaluate	Examine	Exceed	Excel
Execute	Expand	Experiment	Explain
Explore	Facilitate	Finance	Generate
Guide	Handle	Identify	Illuminate
Illustrate	Implement	Improve	Increase
Inform	Initiate	Inquire	Inspect
Inspire	Instruct	Integrate	Interpret
Interview	Invent	Investigate	Justify
Launch	Lead	List	Maintain
Make	Manage	Measure	Mediate
Mentor	Modernize	Modify	Motivate
Negotiate	Notify	Operate	Organize
Originate	Participate	Perform	Persuade
Pilot	Plan	Prepare	Present
Preside	Procure	Produce	Program
Promote	Provide	Purchase	Rebuild
Recognize	Recommend	Reconstruct	Renovate
Repair	Report	Represent	Resolve
Review	Revise	Schedule	Select
Serve	Set up	Solve	Study
Succeed	Summarize	Supervise	Support

5. Presentation Interest Areas:**Asset Management^(A)**

Career/Personal Development
Community Outreach
Construction Management
Diversity

Emergency Management^(A)

Engineering & Technology
Facilities
Fleet Services
Management
Parks & Grounds

Public Works Advocacy^(A)

Solid Waste & Recycling
Stormwater / Flood Control
Streets, Roads & Bridges
Sustainability
Traffic Engineering
Transportation
Utility & Public Rights-of-way
Water / Wastewater

Winter Operations^(A)

Young Professionals

^(A) 2017 Conference Committee is particularly interested in these topics.

Select the presentation interest area(s) from the above list that most fits your topic:

6. Special Requirements:

Identify any special presentation needs you may have. (Examples include “need access to internet” or “presentation includes video clip”, or “need an easel with writing pad”):

7. Abbreviated Biographical Profile: (one for each speaker)

Maximum 200 word limit per speaker:

8. Presentation Length Preference: (mark* the appropriate box below)

a. ~ 35 Minutes*

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(1 of 3 Presentations within a 105 minute time block)

b. ~ 52 Minutes*

☐

(1 of 2 Presentations within a 105 minute time block)

c. ~ 105 Minutes*

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(1 Presentation within a 105 minute time block)