



2018 CALL FOR PRESENTATIONS

The National Propane Gas Association (NPGA) is accepting education session proposals for the *2018 NPGA Southeastern Convention & International Propane Expo* taking place Friday, April 6 – Sunday, April 8, 2018 in Atlanta, Georgia.

Submission Deadline

Proposal submissions must be received in the NPGA office by **Wednesday, May 24 2017**. Submissions received after May 24, 2017 will not be considered.

Submission Requirements

Please complete the attached Session Submission Form and submit one Adobe PDF or Word Document with all required attachments, including a session outline, session description and speaker credentials. Incomplete submissions will not be considered. Submissions must be original sessions not previously presented at other propane industry events. Individuals may not appear on more than two proposals, either as the primary speaker or co-presenter. Speakers may not use the session for company sales pitch, self-promotion or criticism of competitors.

Session Scheduling

Sessions will be scheduled throughout the *2018 NPGA Southeastern Convention & International Propane Expo* from Friday, April 6 through Sunday, April 8, 2018. Please do not submit a proposal unless the primary speaker and all co-presenters are available to present the session on the aforementioned dates.

Presentation Materials

Speakers are required to provide presentation materials in advance for NPGA to reproduce handouts for distribution on-site. The submission deadline for presentation handout materials will be early March 2018. Speaker authorizes NPGA to reproduce presentation materials for distribution and post materials online for download.

Audio-Visual Requirements

NPGA provides basic audio-visual equipment to support presentations, including microphones, data projectors and screens. Additional equipment is subject to approval by NPGA and specialty requirements may be arranged at the speakers' expense.

Expenses

NPGA offers speakers national recognition at a major industry event and the opportunity to share ideas and concerns with professional peers and colleagues. NPGA does not pay a speaker honorarium. Speakers are responsible for their own expenses. NPGA offers one complimentary full-conference registration per titled program to the primary contact for the session. Transfer of the complimentary registration is not permitted. Additional co-presenters are required to register if they attend the *2018 NPGA Southeastern Convention & International Propane Expo*.

Selection and Notification

Presentation submissions will be reviewed for consideration by the NPGA Conventions Committee. The selection process is based on the session's relevance to the propane industry and the speaker's knowledge, experience, and qualifications. Speakers will receive notification of acceptance no later than September 29, 2017.

Questions

Contact the NPGA Meetings Department with any questions regarding session submissions. Phone 202-466-7200 or email meetings@npga.org.



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SESSION SUBMISSION FORM

Speaker Contact Information (lead speaker responsible for organizing session):

First Name _____ Last Name _____

Title or Position _____

Company/Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Signature _____

Applicant acknowledges review of guidelines and agrees to comply with all terms.

Please indicate if you have spoken at a previous NPGA meeting: ☐ Yes ☐ No

Session Tracks (please select one track that best categorizes your session):

Business Operations

Sales & Marketing

Propane Applications

Supply & Distribution

Safety & Standards

Other _____

Targeted Audience (please select the audience your session will address):

General Manager/Owner

Mid-Level Management

Operations/Technicians

Session Time (please select the appropriate length for your session):

75-minute Session

60-minute Session

45-minute *Fast-Track*

Additional Requirements:

Session proposals must include the following attachments. Incomplete proposals will not be considered.

- ✓ **Session Description:** Attach a three to five sentence description (**limit 75 words**) and title that summarizes the session. The description should be clear, concise and interesting. The description will be published in the conference brochure and is subject to editing by NPGA.
- ✓ **Session Outline:** Attach a one-page typewritten summary of your presentation, including: session purpose and objectives; main points; intended learning outcome; and relevance to the propane industry.
- ✓ **Speaker Credentials:** Attach a brief bio, including qualifications for speaking on the session topic. Attach a bio and full contact information for each co-presenter.

PLEASE SUBMIT PROPOSAL BY FRIDAY, MAY 24, 2017 TO:

Email: meetings@npga.org

National Propane Gas Association – Meetings Department

1899 L Street, NW, Suite 350, Washington, DC 20036