



41st Annual Conference on School Facilities

February 19-21, 2020 • Long Beach Convention Center

Call for Workshop Proposals and Guidelines/Policies for Presenters

Thank you for your interest in presenting at the CASH Annual Conference on School Facilities. These guidelines have been established to assist you in preparing a workshop proposal for a session at the Conference. Prior to submitting your proposal, please review the accompanying Guidelines/Policies and Planning Timeline/Presenter Deadlines. You may also download/view a copy of the proposal form by clicking [here](#).

Workshop Formats

All sessions must be educational, sales presentations are not allowed. There are two concurrent session types at the Conference, which include introductions, presentations and question-and-answer time:

- Workshops: 1 hour and 30 minutes
- Mini-Workshops: 40 minutes

Guidelines/Policies for Presenters

All moderators must agree to adhere to the following guidelines:

- Panel Composition – Public Sector and Private Sector Balance: Sessions are limited to one (1) presenter per private sector (associate member) organization
 - Workshops and Clinics: Moderators count as one (1) presenter and are included in the above limit. All sessions must include at least one presenter from the public sector (school district/county office of education/government agency). Sessions are limited to four (4) presenters maximum.
 - Mini-Workshops: These sessions are limited to no more than two (2) presenters maximum. If two presenters are confirmed, one (1) must be from a public sector member (school district/county office of education/government agency).
- Membership: All presenters must be CASH members.
- Registration: All presenters are responsible for supporting the conference by self-registering online. One-day and full-conference options are available. Registration for the 2020 Conference will open October 2019.

Proposal Requirements

The following information should be included with all proposals:

- Title (maximum 80 characters, with spaces)
- Description (maximum 800 characters, with spaces)
- Four (4) learning objectives for attendees
- Moderator name and contact information
- Panelist names (if known)
- Continuing Education (CE) credit eligibility (AIA and MCLE)
- Applicable education topic Strand
- Applicable session type (Workshop or Mini-Workshop)

The deadline to submit proposals is Friday, May 17, 2019.



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Selection Process

Proposals at all levels will be considered, from fundamentals to advanced. Proposals with interactive components (case studies, etc.) and audience participation beyond a typical lecture format will be weighed more favorably. CASH reserves the right to limit the number of sessions that representatives from private sector (associate) member companies may participate in.

The Annual Conference Planning Committee Strand Subcommittees will review proposals and the Subcommittee Co-Chairs will bring forth recommendations to the Committee for approval. CASH Staff will communicate the outcomes to Workshop Moderators and Mini-Workshop Presenters in Summer 2019.

Questions?

If you have any questions, please do not hesitate to contact Samantha Campbell at the CASH office, (916) 446-3042 or scampbell@m-w-h.com.



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Planning Timeline/Presenter Deadlines

Friday, September 14, 2018 – Final Session Details

This is the deadline to send CASH your session information for inclusion in the printed Conference Brochure that will be mailed to all member organizations and distributed to all attendees at the CASH Fall Conference.

- Session Title
- Session Description
- Workshop Moderators or Mini-Workshop Presenters full name and entity

Monday, December 16, 2019 – Panelist Information

This is the deadline to confirm all presenters with CASH, including:

- Full names, entities, email addresses and phone numbers
- Biographies (brief, one paragraph, 100 words or less)
- Professional headshot photos (JPEG preferred, 300x300 pixels)

If any minor modifications to previously submitted session details (title, description, learning objectives) are necessary, this is also the deadline for those changes.

Session titles, descriptions, and presenter names and entities will be printed in the Conference Program. Presenter photos and bios will be published in the Conference Mobile App.

Friday, January 31, 2020 – Presentations and/or Handouts

This is the deadline for Workshop Moderators and Mini-Workshop Presenters to compile all final presentations and handouts to be posted by CASH Staff on the Conference Mobile App for attendee viewing. (PowerPoint files preferred, 16:9 slide format)

At the Conference

Presenters can expect the following arrangements:

- A projector, screen, podium and panelist table will be setup prior to your arrival.
- Presenters are responsible for bringing their own laptop to use during the session.
- The number of microphones set will be determined by the size of the room, not the number of presenters.
- Attendee seating configurations will be determined by the size of the room. Typical setup includes a mix of classroom style seating and theater style seating.
- Each workshop will be assigned a Room Coordinator, to assist with distributing moderator notes and workshop evaluations, and the ability to call CASH staff for technical assistance, if needed.

CASH staff will communicate the arrangements and attendee capacities per room prior to the Conference.

Questions?

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