

U.S. EPA 2007 Community Involvement Conference and Training

Call for Presenters Application Instructions

Instructions for Submitting a Proposal

Please answer the proposal application questions completely and provide all the information requested. You must answer all of the questions. Incomplete applications will not be accepted. Submit your proposal by close-of-business **Friday, December 15, 2006**.

There are three ways you can complete and submit your presentation proposal for the 2007 conference.

1. Visit the conference web site at <http://www.epa.gov/ciconference> and use the interactive on-line application to complete and submit your proposal.
2. Download the application from the conference web site (<http://www.epa.gov/ciconference>), answer the application questions, and save your document as either a WordPerfect, MS Word, or PDF file. Submit the document via email to:

ciconference@emsus.com

3. Type your responses to the application questions and submit your proposal via fax or mail. If you mail your proposal, it must be postmarked on or before **December 15, 2006**. Faxed or mailed proposals should be sent to:

CI Conference Coordinator
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910
Fax: 301-589-84870

Note: *Since we want to receive your proposal in an electronic format, we ask that you use the first or second option and only use the third option if absolutely necessary.*

The lead presenter for each application will be notified via email within two weeks of receiving the application to verify receipt. If you do not receive an email notification, it is an indication that your proposal was not received. If that happens, please contact Lisa Gebler, EMS Inc. at lisa.gebler@emsus.com or 301-589-5318.

What You Need to Know About Presenting at the Conference

Session Length: Most conference concurrent sessions are 90 minutes in length. This year, there also will be 75 minute, and 3-hour sessions. Field trips will either be three- or four-hour and fifteen minutes. Training sessions are either four or eight hours and will be held **only** on Thursday afternoon, June 21, through Friday morning, June 22.

Registration: All presenters and co-presenters must register for the conference, and non-EPA presenters must pay a registration fee. A discounted fee, of approximately \$65-\$75, will be given to presenters.

Travel Reimbursement for Speakers: EPA has limited funding available to reimburse the travel-related expenses for **up to two non-federal speakers** for each proposal accepted. These speakers must arrange and pay for all their travel-related expenses up front and will be reimbursed for expenses after the conference. If you are requesting travel reimbursement for yourself or other co-presenters, complete Part III of the application.

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Audio-Visual Equipment: Presenters needing audio-visual equipment are encouraged to use a computer and LCD projector. Computers with PowerPoint viewer software (or other needed software) and LCD projectors will be provided for all presentations. If additional equipment is needed, please note your equipment request on the application form. We want the conference to be as “green” as possible, so lengthy handouts are discouraged.

Proposal Submission Process/Schedule

October 20, 2006 to December 15, 2006	Use the on-line application form or complete and submit a written proposal (by mail, fax or email)
December 15, 2006	Deadline for the submission of proposals.
December 15-22, 2006	Email acknowledgment of receipt of your proposal. If you do not receive an email, it is an indication that your proposal was not received. If you do not receive this email, contact Lisa Gebler at lisa.gebler@emsus.com or 301-589-5318.
February 16, 2007	Notification by telephone of presentation selection.
March 9, 2007	Official notification mailed to the lead presenter .
March 30, 2007	Notification by EMS about travel reimbursement request.
June 1, 2007	Audio-visual equipment needs/room set up confirmed.
June 1, 2007	Presenters submit electronic copies of presentation materials.
June 19 - June 22, 2007	2007 U.S. EPA Community Involvement Conference and Training in Jacksonville, Florida.

Questions

If you have any questions about the Call for Presenters for the 2007 EPA Community Involvement Conference and Training, please contact any of the following people:

Chris Tirpak, 2007 Conference Chair
Office of Prevention, Pesticides & Toxic Substances
U.S. Environmental Protection Agency
Phone: 202-564-0546 Fax: 202-564-0550
Email: tirpak.chris@epa.gov

Pat Carey, 2007 EPA Conference Contact
Office of Solid Waste and Emergency Response
U.S. Environmental Protection Agency
Phone: 703-603-8772 Fax: 703-603-9102
Email: carey.pat@epa.gov

Jason Edwards, 2007 Conference Co-Chair
Office of Research & Development
U.S. Environmental Protection Agency
Phone: 202-564-5568 Fax: 202-565-2925
Email: edwards.jason@epa.gov

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