

2023 SCAPA CONFERENCE SESSION PROPOSAL FORM

Fill out a separate form for each session proposed and submit the forms to Shea Farrar at sheaf@hiltonheadislandsc.gov. The length of each session may be 60 – 90 minutes, depending on the schedule for the particular conference. Conference sessions are encouraged to be interactive, utilizing panels, inviting attendees to speak regarding their experiences, employing real time polling devices, etc. Mobile workshops may also be proposed.

Completed forms must be submitted by the proposal deadline listed below for the applicable conference to be considered. Once selections are made, time slots and dates will be provided.

2023 SCAPA Conference Schedule

<u>Conference</u>	<u>Location</u>	<u>Potential Dates</u>	<u>Proposal Deadline</u>
Spring Conference	Travelers Rest	April 28	March 28
Fall Conference	Hilton Head Island	November 1-3	TBD

The information required below is used for selection purposes and for applying to APA for certification maintenance credits. If selected, additional information may be necessary.

1. **Session leader's name** (coordinator/point of contact):
2. **Title/Organization:**
3. **Mailing address:**
4. **Phone number:**
5. **Email address:**
6. **Session title** (to be included in the program):
7. **Brief description of the session** (50 words +/- to possibly include in the program):

8. **If this is a mobile workshop, describe the logistics of the workshop, including but not limited to amount of time needed for the workshop, alternative plan if weather is not cooperative (if the event is weather dependent), transportation, maximum number of attendees, and estimates of all costs:**

9. **Description of how the session meets APA CM criteria** (100-400 words; see details below):

APA Certification Maintenance (CM) Criteria:

- are designed to meet a specific planning-related training objective.
- are led by one or more experts on the subject. An expert is a professional who has made a contribution to the profession through practice, teaching, research or publications; completed works that proclaim individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism.
- are designed to teach subject matter appropriate in depth and scope and at a level beyond a planner with at least two years of professional planning experience.
- are non-promotional in nature.
- address demonstrated educational needs.
- communicate a clearly identified educational purpose or objective.
- use learning methodologies and formats that are appropriate to the activity's educational purpose or objectives.
- use evaluation mechanisms to assess an activity's quality and relevance.

[For more information on APA CM criteria, please visit www.planning.org.]

10. **Session panelist's/ presenter's information*** (name, organization and title):

Moderator:

Presenter 1:

Presenter 2:

Presenter 3:

***Attach speakers' bio on separate pages, including notable achievements that indicate level of expertise.**

11. **Audio-visual equipment needs** (projector, screen, podium, microphone, speakers, panel table, internet connection, laser pointer, etc.):