

OASBO 2017-2018 Facility Masters Conference: Call For Presentations – APPLICATION FORM

Thank you for your interest in presenting a track session at our 2017-2018 Facility Masters Conference. In order for your presentation proposal to be considered, this form and all supporting documentation must be completed and returned by **August 28, 2017**. No late entries can be accepted.

Presentation Details:

Title of Presentation (not to exceed 15 words):	
Suggested Learning Track (<i>please select one</i>):	<input type="checkbox"/> Energy/HVAC <input type="checkbox"/> Safety & Security <input type="checkbox"/> Facility Operations <input type="checkbox"/> Maintenance/Custodial <input type="checkbox"/> Building and Grounds
Have you presented this topic before?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how will this year's presentation be different from previous presentations? (Complete field on page 3).
Who is the target audience for this presentation?	
What range of experience does the topic cover?	<input type="checkbox"/> Beginner <input type="checkbox"/> Advanced <input type="checkbox"/> Intermediate <input type="checkbox"/> Appropriate for all levels of experience
During your presentation, how do you plan to engage the audience?	<input type="checkbox"/> Videos <input type="checkbox"/> Share a case study <input type="checkbox"/> Polling <input type="checkbox"/> Real life examples <input type="checkbox"/> Other (please describe): _____ _____

Presentation Description:

Presentations should be 45 minutes presentation plus 15 minutes for Q & A. Please provide both a short description AND a long description of your proposed session by **completing the fields on page 3**. The long description should give the selection committee a solid understanding of your presentation, including its relevance to today's school business officials, as well as specific skills or knowledge participants will gain from your session.

Rules for Proposal Submissions

1. In order for your proposal to be considered, all documentation must be received in full by the OASBO office no later than **August 28, 2017**. Email or fax completed form to: education@oasbo-ohio.org or 614.431.9137.
2. Your presentation topic must be educational in nature, geared toward OASBO's membership, and cannot be a product or service promotion.
3. Use only one application form per presentation topic.

Presenter Information:

For each presenter, please submit a bio along with your application form. If your presentation is selected, the session facilitator/moderator will use it to introduce you

Presenter's Information (THIS PERSON WILL BE THE MAIN CONTACT PERSON)

Name:				Title:		
District/Firm:						
Street Address:						
City:		State:		Zip:		
Office Phone:			Cell Phone:			
Email Address:						

Co-Presenter Information

Name :				Title:		
District/Firm:						
Street Address:						
City:		State:		Zip:		
Office Phone:			Cell Phone:			
Email Address:						

Co-Presenter Information

Name:				Title:		
District/Firm:						
Street Address:						
City:		State:		Zip:		
Office Phone:			Cell Phone:			
Email Address:						

Checklist of Submitted Documentation

Before you submit your application, please verify that you have submitted all of the following:

- ☐ Completed Application
- ☐ Bio for each presenter (**50 words or less**)
- ☐ Presentation descriptions (Short & Long description)
- ☐ Two paragraphs of session objectives (ONLY if applying for CPIM credit)
 - **One paragraph of session description and learning objectives.
 - **One paragraph of statement of accreditation rationale.

I have read and agree to the rules for proposal submissions:

Agreed to by:

Date:

If your proposal is selected, you will receive a confirmation letter from the OASBO office.



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If you answered Yes to: “Have you presented this topic before?” please indicate below how this year’s presentation will be different from previous presentations.

Presentation Short Description: Should your topic be selected, the short description (which must be 50 words or less) will be used on the mobile app and the Annual Workshop website. **Please note: If the description is longer than 50 words, it will be cut off/end at the 51st word.**

Presentation Long Description: (The long description should give the selection committee a solid understanding of your presentation, including its relevance to today's school business officials, as well as specific skills or knowledge participants will gain from your session.)