



CWEA

Annual Conference 2020 Proposal Site Instructions

[ALL proposals must be submitted online by midnight PST on Sunday, August 25, 2019 \(click for link\).](#)

The last section of this document contains screenshots of the proposal site process for the **CWEA Annual Conference 2020 (AC20)** to be held in Reno, Nevada from Tuesday, March 31 - Friday, April 3, 2020. Before you proceed to the [submittal site](#), please make sure you have the following information handy, depending on the type of proposal you are submitting (for more information on these session types, see [AC20 Challenge Areas, Topics, and Session Types](#) and scroll to the bottom of the document):

- **Education Program Proposals**

The Education Program features Workshops, Technical Sessions, and Panel Discussion Sessions. [Sample proposals](#) are available to help get you started. Information you will be asked to submit includes:

1. Proposal Collaborators - others that were involved in developing this proposal (optional)
2. Session Presenters – person/people who will be presenting at the conference should your proposal be accepted. This could be you, someone else, or a few people. You will need each person’s full name and email address at a minimum. Other information such as organization name, biography, photo, etc. for the presenters can be input by you, or you can send a message to the presenter asking them to update their information. NOTE: all required information for each presenter must be input before you can finalize and submit the proposal.
3. Education Session Info –
 - Title
 - Challenge Area (can be selected from a drop-down list). Challenge Area and Target Audience/Interest Area descriptions can be found [here](#).
 - Level of Session Content (e.g., introduction to, intermediate, advanced)
 - Industry Practice Area(s)
 - Session Synopsis (this synopsis will be used to review/select proposals, but will not be shared in annual conference marketing materials nor with conference participants)
 - Session Marketing Description (to be published in the conference brochure, website and onsite guide; typically, no more than 4 to 5 sentences)
 - Commercial Interests
4. Participant / Learner Outcomes - 3 learning objectives that are clear, measurable, and achievable.
5. Additional Session Information –
 - Participant Engagement Strategies (how you will engage the participants during your presentation.)
 - Session Length (including recap and Q&A)
 - Previous Delivery / Presentation of this Session
 - Were you invited to present by CWEA?

6. Proposal Agreement – agreement to complete additional required tasks should your proposal be accepted.

- **Exhibit Hall-Related Proposals**

This category includes guided Exhibit Hall Tours held in the exhibit hall. Information you will be asked to submit includes:

1. Proposal Collaborators - others that were involved in developing this proposal (optional)
2. Education Session Info -- Exhibit Hall Tour
 - Title
 - Challenge Area (can be selected from a drop-down list). Challenge Area and Target Audience/Interest Area descriptions can be found [here](#).
 - Industry Practice Area(s)
 - Tour Synopsis (this synopsis will be used to review/select proposals, but will not be shared in annual conference marketing materials nor with conference participants)
 - Tour Marketing Description (to be published in the conference brochure, website and onsite guide; typically, no more than 4 to 5 sentences)
 - Commercial Interests
3. Proposal Agreement – agreement to complete additional required tasks should your tour be accepted.

- **Other Proposals**

If you have a new idea for a conference session, you may submit your proposal using the session type Other. Information you will be asked to submit includes:

1. Proposal Collaborators - others that were involved in developing this proposal (optional)
2. Session Presenters – person/people who will be presenting at the conference should your proposal be accepted. This could be you, someone else, or a few people. You will need each person’s full name and email address at a minimum. Other information such as organization name, biography, photo, etc. for the presenters can be input by you, or you can send a message to the presenter asking them to update their information. NOTE: all required information for each presenter must be input before you can finalize and submit the proposal.
3. Education Session Info – Other Type Proposals
 - Title
 - Challenge Area (can be selected from a drop-down list). Challenge Area and Target Audience/Interest Area descriptions can be found [here](#).
 - Level of Session Content (e.g., introduction to, intermediate, advanced)
 - Industry Practice Area(s)
 - Session Synopsis (this synopsis will be used to review/select proposals, but will not be shared in annual conference marketing materials nor with conference participants)
 - Session Marketing Description (to be published in the conference brochure, website and onsite guide; typically, no more than 4 to 5 sentences)
 - Description of “Other” session type
 - Commercial Interests
4. Participant / Learner Outcomes - 3 learning objectives that are clear, measurable, and achievable.
5. Additional Session Information –
 - Participant Engagement Strategies (how you will engage the participants during your presentation.)

- Session Length (including recap and Q&A)
 - Previous Delivery / Presentation of this Session
 - Were you invited to present by CWEA
6. Proposal Agreement – agreement to complete additional required tasks should your proposal be accepted.

For questions on AC20 or information requested in this Call for Proposals, please contact Monica Myhill, CWEA Director of Education, by phone: 510-746-7403 or email: mmyhill@cwea.org.

For technical questions or assistance using this online platform, please contact CadmiumCD Technical Support at 887.426.6323 or email Help@ConferenceAbstracts.com.

SESSION PROPOSAL REVIEW CRITERIA

Submitters should review the full Call for Proposals requirements to assure that all questions are answered as directed. Session proposals that are not submitted in accordance with the published requirements will not be accepted.

The AC20 Education Program Team and CWEA Technical Committee Leaders will select session proposals of interest and may contact potential speakers for more information. Please note that application submittal does not guarantee selection.

All sessions must be educational in nature, unbiased, and avoid direct or indirect promotion of any particular product or service.

Session proposals will be peer-reviewed and evaluated using the following criteria:

- Clarity & Quality of Proposal
- Connection to AC20 Challenge Area
- Content Can Be Immediately Applied in Workplace

CWEA has assembled a diverse AC20 Education Program Team (EPT) that will assist in the education program design; selection of speakers, themes and topics; and coaching of speakers. To ensure that the program content is timely, relevant and optimally targeting our attendees' needs, the EPT will select from submissions received during the Call for Proposals and identify gaps, if any, which the EPT will address through additional content development strategies.

CONFERENCE TRACKS AND TRACK FACILITATORS

Multiple sessions covering the same or similar Challenge Area or Target Audience/Interest Area will be placed together in a morning or afternoon track. Track Facilitators, determined November – January, will be working with you as described below:

- Before the conference: help finalize strategies/approach for the participants' experience, engagement and learning as well as the process, organization and flow of a session
- At the conference: facilitate the participants' learning experience and bring cohesiveness to the sessions within their track

If you are interested in serving as a Track Facilitator, please find more information about the role and responsibilities here: [AC19 Track Facilitator Role, Responsibilities and Training](#) (AC20 version coming soon). The sign-up site for Track Facilitators to select specific tracks will open in the Fall.

IMPORTANT SPEAKER MILESTONES AND DEADLINES

- Proposal submissions are due by midnight PST on Sunday, August 25, 2019
- Speaker Notification – October 2019
- Access/Log into Speaker Platform to Start Speaker/Presenter Tasks – October 2019
- Speaker/Presenter Training and Coaching Opportunities – January to March 2020
- Register for Conference and Pay Speaker Rate (40% discount off Member Rate) – January to early March 2020
- Submit Final Session Materials (PowerPoint Presentations and/or Handouts) – Mid-March 2020

SPEAKER/PRESENTER COMPENSATION

Selected speakers will be notified in October and are responsible for all conference-related expenses, including travel and lodging expenses. Speakers are required to register for the conference at either the full-conference discounted speaker rate or a one-day conference discounted speaker rate (on the day of their session) - unless an exception is granted by CWEA staff. Speakers will receive a 40% discount off the member early bird registration fee. Registration will open in January 2020.

BRAIN-BASED LEARNING: TOOLS & TIPS

CWEA strives to provide training opportunities that use current adult learning approaches based in science and research – what we call “Brain-Based Learning”. This Brain-Based Learning approach includes:

- Content oriented toward challenges faced by the target audience (*thus our focus on challenge areas for AC20*)
- Learning experiences that have observable and measurable learner outcomes (*thus our request that you provide 3 learner outcomes for each session proposal*)
- Content that a participant / learner can immediately apply in the workplace
- Interactive session delivery style for a targeted audience, not just a lecture or talking head

Check out the following webinar and resources that can assist you in designing and developing your Session Proposal(s).

Speaker and Track Facilitator Training

- [Recording of February 2019 Speaker training/webinar audio only](#) (1 hour and 14 minutes)
- [February 2019 Speaker training/webinar slides](#)
- [Recording of February/March 2019 Track Facilitator training/webinar](#) (41 minutes)

Short Videos

- [Science of Learning](#) (15 minutes)
- [Lecturer to Facilitator](#) (12 minutes)
- [Passive Listener](#) (16 minutes)
- [Creating Stellar Presentations](#) (8 minutes)
- [Making Learning Stick](#) (9 minutes)

Additional Handouts and Resources

- [Questions to Ask About Audience](#)
- [Content Development](#)
- [10 Questions to Consider](#)
- [Presentation Techniques](#)
- [Quick Tip Visuals](#)

PROPOSAL SUBMISSION SITE SCREEN-SHOTS

Following are screenshots of what you will encounter in the [online proposal site](#). Screen shots are based on the Workshop, Technical Session, and Panel Session types. Your experience may vary depending if you are proposing a different type of session but will be very similar.



2020 Call for Proposals

Play a part in the upcoming CWEA Annual Conference 2020 (AC20) to be held in Reno, Nevada from March 31 - April 3, 2020 by submitting proposals for our Educational Sessions and/or a guided Exhibit Hall Tour. The AC20 Education Program Team looks forward to working with you to design and develop meaningful presentations where participants can engage, connect and learn.

Over 1,000 professionals in the water and wastewater profession attend this highly regarded Annual Conference. Individual presentations generally attract 40-100 people and as a presenter, you will be able to share ideas and experience case studies to help our industry succeed and establish yourself as a thought leader in the water industry.

CWEA's mission is to create an industry-leading conference that helps our future leaders leave our industry in a better place when they retire. Through this Annual Conference, CWEA will empower attendees to:

- Create a Utility/Agency of the future
- Grow their leadership, technical skills and capacity
- Network with one another and share lessons learned

We surveyed our members, local section leaders, technical committee leaders and top agency leaders to uncover the challenges our membership faces. For more info on the challenge or topic areas that we have identified for this conference, please check out [this document](#).

There is no limit to the number of session proposals that may be submitted by an individual, company, organization or institute. Please do consider partnering with others to submit one or more proposals – a collaborative approach to developing sessions is encouraged. Session types include Workshops, Technical Sessions and Panel Discussion Sessions, as well as Mobile Exhibit Hall Tours. For more information on these session types, please check out the last portion of [this document](#). [Sample proposals](#) are also available to help get you started.

[Invited Speaker proposals must be submitted online by 11:50 pm PST on Sunday, August 25, 2019.](#)

Since proposals are collected using this online system, we suggest that you first collect your thoughts before starting the online process. More information on what you will need to provide in the online proposal system can be found [here](#) (coming soon).

IMPORTANT LOGIN INFORMATION: Due to newly implemented GDPR data privacy regulations, CadmiumCD can no longer store your login information from past years. For this reason, you will need to create a New User account for the first proposal you submit this year, by clicking on "Join Now" in the "New Users" section below. Once you have created your new account, started or completed a proposal, and logged out, you may log back in using the "Already a User?" section below (for updates or additional proposals).

Log in to the Proposal ScoreCard

<p style="text-align: center;">New Users</p> <p>Click 'Join Now' to begin your first submission.</p> <p style="text-align: center;">Join Now</p>	<p style="text-align: center;">Already a User?</p> <p>Email Address *</p> <input type="text" value="Email Address"/> Access Key *
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

[Lost your access key?](#)

[Login](#)

Questions? Call for Proposals CWEA Contact: Heidi Wandell - hwandell@cwea.org / (510) 552-2255



ACCOUNT PROFILE

[Create Account](#)

Please complete the information below, and then press the "Create Account" button. You will be the contact person for all information that you submit using this account.

* indicates required

Personal Details

Profile

First Name *

Middle Initial

Last Name *

Suffix

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City *

State

Zip

Country

Contact Details

Office Phone *

Mobile Phone *

Fax

Email *

Administrative Assistant (required for registration of proposal events)

Name

Telephone

Email

Applicant

Professional Information

Title *

Company / Organization / Institution *

Access Key

Please type in an access key that you will use to access your submission information in the future. The access key must be between 6 and 10 characters long and contain at least one letter and one number.

Enter Access Key *

Access Key Strength

Re-type Access Key *

[Create Account](#)

Please carefully read the text below and then indicate your consent at the bottom of the page.

Summary

We are collecting your personal data on behalf of California Water Environment Association to allow them to manage the submission, review, selection, and scheduling process for your conference submissions, awards, or grants through our platform. We may share your information with California Water Environment Association's vendors related to registration, membership and 3rd party analytics services.

Full Text (version 843-5654-007)

[Print](#)[Export](#)

1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <https://www.cadmiumcd.com/cadmiumcd/privacy.asp>. The terms personal data and personally identified data are used interchangeably. California Water Environment Association is a Controller of the personal data you (data subject) provide us. CadmiumCD is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: Full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photo).

2. Why we need it

We need your personal data in order to allow the Controller to manage the submission, review, scheduling or administration of your information through our software systems.

3. What we do with it

Your personal data is processed in Forest Hill, Maryland located in the United States. Hosting and storage of your data takes place in the Rackspace Cloud which has a global footprint and in our dedicated Rackspace Servers which are located in the United States. As requested by California Water Environment Association, we may share your information with California Water Environment Association's vendors related to registration, membership and 3rd party analytics services.

4. How long we keep it

According to our Data Retention Policy we will keep your personal data for a period of 6 years from the last date we process your data on behalf of the Controller. After this period, your personal data will be irreversibly destroyed or anonymized. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, upon approval by the Controller. Please contact us through data subject access request form found on our website at <https://cadmiumcd.com/mydata>.

In the event that you wish to complain about how we have handled your personal data, please contact Data Protection Administrator at privacy@cadmiumcd.com or in writing at

CadmiumCD
c/o Data Protection Administrator
19 Newport Drive, Ste. 101
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.

Consent

I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumcd.com/mydata>.

Please type your full name on the line above



34 days Days Until Deadline to Submit

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2020 Annual Conference

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EVENT INFORMATION

2020 CWEA Annual Conference
March 31 – April 3, 2020
Reno Sparks Convention Center
Reno, Nevada
[Contact the Event Organizer](#)



YOUR PROFILE

Test T. TEST
CWEA (test account)
Logins: 1 [Log Out](#)
[View / Edit Your Profile](#)



SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)



PROPOSALS (You have 0 complete proposals, 2 incomplete proposals, and 0 withdrawn proposals)

[Click here to begin a new proposal](#)



34 days Days Until Deadline to Submit

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START A NEW PROPOSAL

[Submit](#)

Enter your submission title below and click "Continue".

Presentation Title *

What is the presentation title in 10 words or less?

Your title should capture the topic that will be covered. CWEA reserves the right to modify the session title to fit our marketing style and format guidelines for the purpose of the website and onsite guide.

0 characters (200 max)
0 words (15 max)

Submission Type *

[View Submission Type descriptions.](#)

[Submit](#)

New proposal was successfully added.



1. Proposal Collaborators

Click here to add collaborators to this submission or to skip this section.



2. Session Presenters

Click here to add the presenters to this submission.



3. Education Session Info

Click here to provide the challenge/target audience/interest areas and description.



4. Participant / Learner Outcomes

Provide 3 learning objectives that are clear, measurable, and achievable.



5. Additional Session Information

Please answer the following questions.



6. Proposal Agreement

Click here to read and sign the speaker agreement.

Save Submission



EDIT PROPOSAL COLLABORATORS TASK FOR 'HOW TO CREA...

Save Collaborators

* Indicates required

Was anyone else involved in developing this proposal? If yes, please list others that were involved in developing this proposal.

A proposal collaborator may or may not be involved in presenting this session onsite at the conference. Another question on this form will ask for session co-presenters.

If you do not have any proposal collaborators, simply click the 'Save Collaborators' button at the top of the page.

Add a New Collaborator

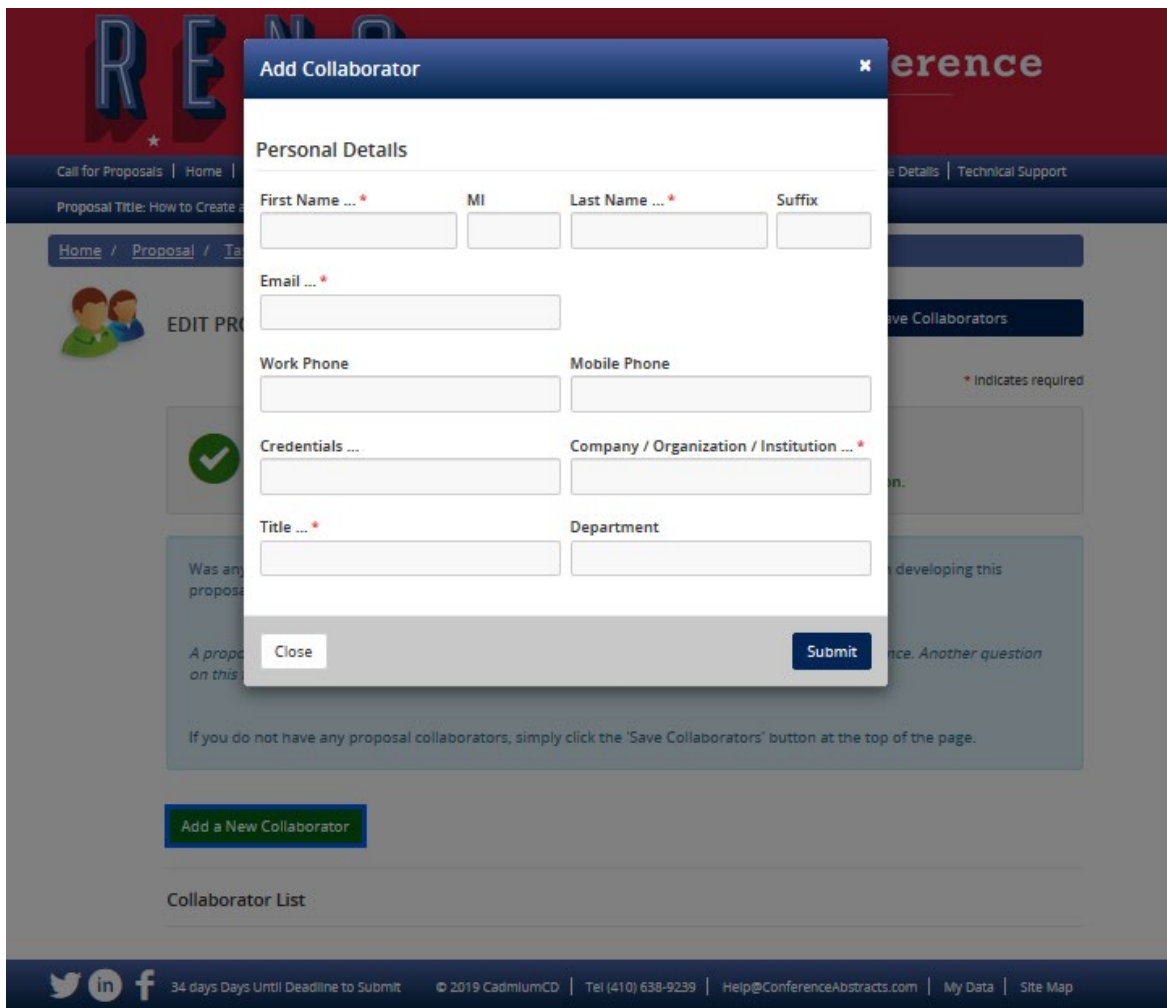
Collaborator List

No Collaborators have been added yet.
Click the "Add Collaborator" button at the top of the page.

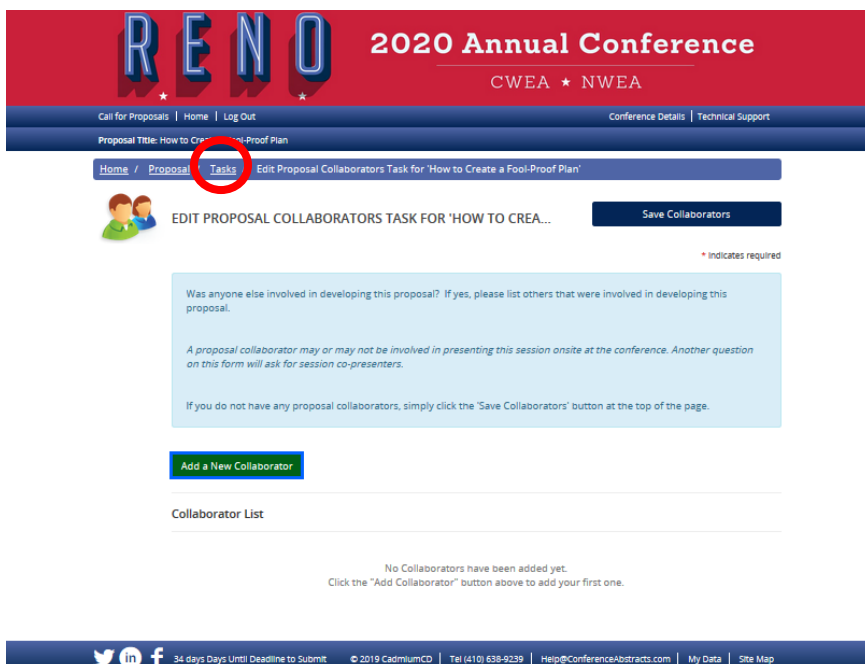
Click Add a New Collaborator to add a collaborator

Click Save Collaborators if you have no collaborators





GO BACK TO TASK LIST BY COMPLETING THE TASK, OR CLICKING ON “Tasks”:



New proposal was successfully added.



1. Proposal Collaborators

Click here to add collaborators to this submission or to skip this section.



2. Session Presenters

Click here to add the presenters to this submission.



3. Education Session Info

Click here to provide the challenge/target audience/interest areas and description.



4. Participant / Learner Outcomes

Provide 3 learning objectives that are clear, measurable, and achievable.



5. Additional Session Information

Please answer the following questions.



6. Proposal Agreement

Click here to read and sign the speaker agreement.

Save Submission

The screenshot shows a web browser window with the URL <https://www.abstractscorecard.com/cfp/tasks/authors/edit.asp?Event>. The page title is "Proposal Title: How to Create a Fool-Proof Plan".

Add New Presenter

Form fields: First Name *, Last Name *, Email *, Role * (dropdown menu with "-- Select Role --"). A blue "Add Presenter" button is to the right.

Presenter List

You must add at least 1 presenter and no more than 10.
You must have 1 primary speaker for this proposal. You can add a maximum of 1 Speaker for this proposal. You can add a maximum of 1 Panelist for this proposal. You can add a maximum of 1 Other for this proposal.

1 Test T. TEST
Test, CWEA (test account)
Profile incomplete ✖
Role(s): Primary Speaker
Buttons: Edit Test TEST's Profile, Remove Test TEST

Save Presenters

Footer: 34 days Days Until Deadline to Submit | © 2019 CadmiumCD | Tel (410) 638-9239 | Help@ConferenceAbstracts.com | My Data | Site Map

YOU MUST COMPLETE ALL REQUIRED FIELDS FOR ALL PRESENTERS YOU ADD BEFORE YOU CAN “Save Presenters”. IF YOU WOULD LIKE TO ADD SOME OF THE INFORMATION AND COME BACK LATER, ENTER THAT INFORMATION THEN CLICK ON “Tasks” ON THE TOP BAR.

New proposal was successfully added.



1. Proposal Collaborators

Click here to add collaborators to this submission or to skip this section.



2. Session Presenters

Click here to add the presenters to this submission.



3. Education Session Info

Click here to provide the challenge/target audience/interest areas and description.



4. Participant / Learner Outcomes

Provide 3 learning objectives that are clear, measurable, and achievable.



5. Additional Session Information

Please answer the following questions.



6. Proposal Agreement

Click here to read and sign the speaker agreement.

Save Submission

Click here to view the different challenge areas and target audience/interest areas of interest. Please complete the required fields below to continue.

Presentation Title *

What is the presentation title in 10 words or less?

Your title should capture the topic that will be covered. CWEA reserves the right to modify the session title to fit our marketing style and format guidelines for the purpose of the website and onsite guide.

How to Create a Fool-Proof Plan

26 characters (Max 200 characters)
6 words (Max 15 words)

Challenge Area *

For more info on the challenge areas and target audience/interest areas we are seeking, [click here](#).

-- Select a Challenge Area --

Level of Session Content *

Please check the participants' career or experience level that your session is geared towards. Please select one answer only.

-- Select One --

Industry Practice Area(s) *

Which practice areas or fields does your proposal most relate to? Please check all that apply.

- Collection Systems
- Communication & Outreach
- Electrical & Instrumentation
- Engineering & Research
- Laboratory
- Plant Maintenance
- Plant Operations
- Pretreatment & Stormwater (P3S)
- Safety
- Other

Session Synopsis *

Please provide a summary of your proposed session that describes the session, includes general background info and explains why the session should be selected for the 2020 conference.

This synopsis will be used to review/select proposals, but will not be shared in annual conference marketing materials or with conference participants.

(500 word limit)

0 characters
0 words (Max 500 words)

Session Marketing Description *

In 50 words or less, provide a summary description that will be included in the conference brochure and website.

CWEA reserves the right to modify the marketing description to fit our marketing style and format guidelines for the purpose of the brochure, website and onsite guide.

To view sample marketing descriptions, [click here](#).

0 characters
0 words (Max 50 words)

Commercial Interests *

In 200 words or less, list any commercial interests that the presenter(s) may have in any product, service, or materials to be discussed during the proposed session. Since we offer continuing education credits for participants, we must place restrictions on marketing content in the presentation materials. To market your products, services and materials, consider becoming a conference exhibitor or sponsor. For more information on exhibiting, please [click here](#). For more information on sponsorship opportunities, contact Alec Mackie, CWEA Director of Marketing and Communications at amackie@cwea.org.

0 characters
0 words (Max 200 words)

Continue

New proposal was successfully added.



1. Proposal Collaborators

Click here to add collaborators to this submission or to skip this section.



2. Session Presenters

Click here to add the presenters to this submission.



3. Education Session Info

Click here to provide the challenge/target audience/interest areas and description.



4. Participant / Learner Outcomes

Provide 3 learning objectives that are clear, measurable, and achievable.



5. Additional Session Information

Please answer the following questions.



6. Proposal Agreement

Click here to read and sign the speaker agreement.

Save Submission



2020 Annual Conference

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Proposal Title: [How to Create a Fool-Proof Plan](#)

[Home](#) / [Proposal](#) / [Tasks](#) / [Edit Participant / Learner Outcomes Task for 'How to Create a Fool-Proof Plan'](#)



EDIT PARTICIPANT / LEARNER OUTCOMES TASK FOR 'HOW T...

[Continue](#)

* indicates required

List 3 participant/learner outcomes for your session by completing the phrase "after participating in this session, participants will be able to."

A learner outcome starts with an action verb and captures the knowledge, skills and/or abilities participants will be able to perform following the session back in the workplace. Strong learner outcomes are observable, measurable (you can evaluate them immediately upon leaving the session) and can be actively done by the participant.

Please avoid beginning a learner outcome with understand, learn or know. To view a list of possible starting action verbs, [click here](#). To view sample learner outcomes, [click here](#).

1 Answer the following questions for Learning Objective 1

Learning Objective 1 *

Complete the sentence, 'After participating in this session, participants will be able to...' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

After participating in this session, participants will be able to...

0 words (Max 30 words)

2 Answer the following questions for Learning Objective 2

Learning Objective 2

Complete the sentence, 'After participating in this session, participants will be able to...' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

After participating in this session, participants will be able to...

0 words (Max 30 words)

3 Answer the following questions for Learning Objective 3

Learning Objective 3

Complete the sentence, 'After participating in this session, participants will be able to...' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

After participating in this session, participants will be able to...

0 words (Max 30 words)

[Continue](#)



34 days Days Until Deadline to Submit

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New proposal was successfully added.



1. Proposal Collaborators

Click here to add collaborators to this submission or to skip this section.



2. Session Presenters

Click here to add the presenters to this submission.



3. Education Session Info

Click here to provide the challenge/target audience/interest areas and description.



4. Participant / Learner Outcomes

Provide 3 learning objectives that are clear, measurable, and achievable.



5. Additional Session Information

Please answer the following questions.



6. Proposal Agreement

Click here to read and sign the speaker agreement.

Save Submission



EDIT ADDITIONAL SESSION INFORMATION TASK FOR 'HOW T...

Continue

* Indicates required

Please answer the required fields below to continue.

1 Participant Engagement Strategies

How will you engage the participants during your presentation? What learning techniques will you utilize? Please mark all that apply or you would be willing to consider.

If you are unsure of how to incorporate one or more of these learning techniques into your session, never fear! Check out these resources. Conference presenters will be provided additional speaker training opportunities between January and March 2020.

- Case study
Electronic polling or body voting
Group brainstorming
Lecturette (10-15 speaker content minutes, then audience activity such as questions and answers or small group discussion, then 10-15 speaker and then activity again)
Problem solving scenarios
Questions and answers during, throughout and at end of session
Role playing or exercise simulation
Small group discussions (done by table group, triad group, or pair)
Other Engagement Strategy

2 Other Engagement Strategy

If you selected OTHER ENGAGEMENT STRATEGY in the question above, please specify:

Text input field for specifying other engagement strategy.

3 Session Length *

What is the ideal length of your session?

Dropdown menu for selecting session length.

4 Other Session Length

If you selected OTHER SESSION LENGTH in the question above, please specify:

Text input field for specifying other session length.

5 Previous Delivery / Presentation of this Session

Will this session or a similar session be given before the CWEA Annual Conference 2020?

Dropdown menu for selecting previous delivery status.

6 Previous Delivery / Presentation of this Session

If you selected YES to the question above, please indicate when this session will be given:

Text input field for indicating when the session will be given.

7 Did a CWEA volunteer leader, member, or staff person ask you to submit this proposal? *

Dropdown menu for selecting if asked to submit proposal.

8 If you selected yes to the question above, please list their name, organization, and role at CWEA:

Text input field for listing name, organization, and role.

Continue

New proposal was successfully added.



1. Proposal Collaborators

Click here to add collaborators to this submission or to skip this section.



2. Session Presenters

Click here to add the presenters to this submission.



3. Education Session Info

Click here to provide the challenge/target audience/interest areas and description.



4. Participant / Learner Outcomes

Provide 3 learning objectives that are clear, measurable, and achievable.



5. Additional Session Information

Please answer the following questions.



6. Proposal Agreement

Click here to read and sign the speaker agreement.

Save Submission



2020 Annual Conference

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Proposal Title: How to Create a Fool-Proof Plan

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Proposal Agreement Task for 'How to Create a Fool-Proof Plan'



EDIT PROPOSAL AGREEMENT TASK FOR 'HOW TO CREATE A F...

Submit Agreement

* indicates required

Please read below and sign on the provided line.

By typing in my full name, I acknowledge that should my presentation be selected for the CWEA Annual Conference 2020, I will complete the tasks required in the online speaker platform, adhere to deadlines, participate in speaker training opportunities, work with my track facilitator to develop my session, pay a discounted speaker registration fee (unless an exception is granted by CWEA staff) and ask that my co-presenters do the same.

I have read and agree to the above terms and conditions.

Please indicate your agreement by typing in your full name above

Submit Agreement



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Proposal Title: How to Create a Fool-Proof Plan

Additional Session Information task was successfully completed on Monday, July 22, 2019, 11:47 PM



1. Proposal Collaborators

Completed Monday, July 22, 2019, 11:46 PM

Click here to add collaborators to this submission or to skip this section.



2. Session Presenters

Completed Monday, July 22, 2019, 11:46 PM

Click here to add the presenters to this submission.



3. Education Session Info

Completed Monday, July 22, 2019, 11:47 PM

Click here to provide the challenge/target audience/interest areas and description.



4. Participant / Learner Outcomes

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Provide 3 learning objectives that are clear, measurable, and achievable.



5. Additional Session Information

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Please answer the following questions.



6. Proposal Agreement

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Click here to read and sign the speaker agreement.

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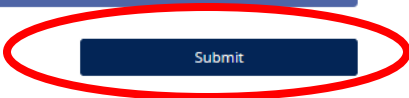
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PROPOSAL SUMMARY



Proposal ID: 718162
[Edit How to Create a Fool-Proof Plan](#)
Submission Type: Technical Session
Proposal Status: Active

You have completed all the required tasks for this proposal. Use the "Submit" button to complete your proposal.

- ✓ 1. Proposal Collaborators
Completed - Monday, July 22, 2019, 11:46 PM
- ✓ 2. Session Presenters
Completed - Monday, July 22, 2019, 11:46 PM
- ✓ 3. Education Session Info
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1 [How to Create a Fool-Proof Plan](#)
Status: Complete (Submitted 07/22/2019, 11:50 PM)

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