Communication Technologies Forum

Division of the Electric Association

Spring Conference

April 19, 2018

The Carlisle Banquets, 435 E. Butterfield Rd., Lombard, IL

Tentative Time Frame is: 7:30am - Noon (4 Presentations)

Call for Presenters

Application deadline: March 12, 2018

The **CTF Conference** Committee's responsibility is to produce the strongest possible educational program for conference attendees by including new and important content and learning experiences. The following selection criteria will be used and participants are expected to follow the below policies.

- Individuals can only present/participate in one education session at the conference.
- One firm/institution/organization can participate as moderator/presenter in no more than one sessions at the conference. Exceptions may be made at the discretion of the CTF Conference Committee.
- Accepted presenters who are not able to attend must notify conference staff immediately. Replacement presenters must be suggested and approved by the CTF Committee. The Chair reserves the right to modify or cancel any session based on a change in presenter.
- If a presenter's professional affiliation changes, conference staff must be notified. The CTF Conference Committee reserves the right to retain or remove presenters based on the best interest of the program.
- Conference sessions will be 50 minutes in length, and shall allow 5 minutes for questions and answers.
- The CTF Conference Committee may modify any submitted session by adding or removing speakers or requesting content changes or additions.
- No sessions that are based upon an advertisement or product will be accepted into the program.

 Candidates must complete the Presenter Application, and submit with proposed PowerPoint Slides of the presentation by no later than March 12th.

- Final PowerPoint™ presentations must be submitted to the Electric Association two weeks prior to the conference.
- Exceptions to these policies may be made at the discretion of the CTF Conference Committee. During the submittal process, you will be asked to affirm that you understand and will abide by the above policies. Submittals that do not follow the above policies will not be considered.

The selection committee reserves the right to give preference to presentations that have already been approved for BICSI credits.

Mandatory BICSI CEC's Guidelines:

If your presentation is a certificated BICSI (CEC) presentation, you must do either of the following:
A.) Bring the certificates (WITH ATTENDEE'S NAME PREPRINTED, SIGNED AND DATED) to the conference to be passed out on site to attendees at the conclusion of the meeting, or
B.) Give your certificate to the Electric Association to pre-print and pass out onsite the day of the conference to the attendees.
Presentations that are not already BICSI approved, must go through the CEC approval process. We highly recommend doing this before submitting this application because the process may take over 30 days. For more information on getting your presentation approved, VISIT:
https://www.bicsi.org/uploadedfiles/PDFs/Applications/CECApplication-Corporate.pdf

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Presenter Application

Thank you for your interest in presenting at the **Communication Technologies Forum Spring Conference** on **April 19, 2018. Please complete this application and submit it with an abstract of the presentation, an outline of the topics that will be covered, and a draft of the PowerPoint that will be used. The submittal deadline is March 12th, 2018.** Please remember that the session is to be 50 minutes in length and **shall not include any promotion of a product or company**.

Return this application with requested materials to: Electric Association, Carrie Spaeth: cspaeth@eachicago.org

Presenter Information:

Name: _____ Title: _____

Presenter (2) if applicable Name: _____ Title: _____

Company: _____

Mailing Address: _____

Phone: _____Email: _____

Speaker Experience Level: ❑ Novice   ❑ Intermediate   ❑ Veteran

Presentation Information:

Suggested Topic: _____

Title of Presentation: _____

Presentation Method: ❑ Lecture   ❑ Case Study   ❑ Interactive/Group Discussion   ❑ Other _____

Have you ever presented at an Electric Association/CTF Event?   ❑ Yes   ❑ No

If yes, name and date of previous presentation: _____

Is your presentation already approved for BICSI CEC's?   ❑ YES   ❑ NO

If yes, please write in your BICSI certification code here: _____

Signature: _____ Date: _____

Please include abstract, outline, and PowerPoint slides with this submittal.

Deadline for applications is March 12, 2018.

Thank you! Speakers will be chosen and contacted shortly after the deadline.