



## Conference Education - Call for Presentations

If you would like to make a presentation at an SMA Event please submit your proposal on the form below and email to [SMA@stairways.org](mailto:SMA@stairways.org).

Proposals will be reviewed and chosen by the Education committee based on educational content and relevance to the needs of the stair industry. Presentations must address skills, technology, process, or methodology contributing to the body of knowledge of professionals in the stair industry. Programs shall not sell or promote particular or proprietary products or services. Presentations that qualify for Stair Design Certification learning units will be preferred.

Presentations should be for 60 minute segments followed by 15 minute Q&A sessions. Multiple presenters or panelists will be limited to 2 (plus moderator if needed) for 60 minute sessions and if available 3 (plus moderator) for 90 minutes sessions.

**SMA Event:** (Provide Name of SMA Event and Date)

**Session Title:** (Provide a clear, concise title that reflects the session's content. SMA reserves the right to change the title.)

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**Full Program Abstract:** (This abstract is provided for review and selection by the Education committee. Please address the following points: 1. the learning that will occur; 2. why the session should be selected; 3. how the program relates to the SMA mission; 4. why people should attend the session; 5. how attendees will improve their careers, businesses, or service to the industry; 6. how you will expand attendees perspectives, challenge their thinking, engage them during the session, and provoke discussion. Please limit to 500 words)

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**Brief Summary to be Published:** (used in program and conference promotions, this should tell what the program is about and what attendees will gain. Please limit to 150 words)

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**Learning Objectives:** (Using verbs, provide four measurable learning objectives by answering the question; What will attendees be able to do as a result of participation in the session. Limit responses to 6 words)

- 1.
- 2.
- 3.
- 4.



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**Session Format:** (Select one) 60 minute session                      90 minute session

**Session Organizer:** (Identify the party responsible for the educational content and quality of the session. e.g. individual, SMA committee/task group, company, school, government agency)

Full Name:

Company/Organization:

Title:

Email:

Telephone:

Address:

City:

State/Province:

Postal Code:

Country:

### Speaker Information:

#### Speaker 1

Full Name:

Company/Organization:

Title:

Email:

Telephone:

Address:

City:

State/Province:

Postal Code:

Country:

Prior Speaking Experience:

Brief Biography:

#### Speaker 2

Full Name:

Company/Organization:

Title:

Email:

Telephone:

Address:

City:

State/Province:

Postal Code:

Country:

Prior Speaking Experience:

Brief Biography:



## Conference Education - Call for Presentations

### Speaker Information (cont'd)

#### Speaker 3

Full Name:

Company/Organization:

Email:

Address:

State/Province:

Postal Code:

Prior Speaking Experience:

Title:

Telephone:

City:

Country:

Brief Biography:

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#### Moderator: (required for panel discussions)

Full Name:

Company/Organization:

Email:

Address:

State/Province:

Postal Code:

Prior Speaking Experience:

Title:

Telephone:

City:

Country:

Brief Biography:

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### Terms and Conditions

**Submission and Acceptance:** Submission of a proposal does not guarantee acceptance. If your submission is not accepted the Education committee will endeavor to qualify their decision to enable resubmission if deemed appropriate. Session Organizers will be notified by email of acceptance and due dates for draft and final presentation submissions. Failure to submit on time may result in immediate



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### Terms and Conditions (cont'd)

cancelation. Speaker substitutions must be presented by the Session Organizer and be pre-approved by the SMA.

**Program materials:** Session organizers are responsible for compiling and submitting, drafts and presentation materials using the official SMA conference PowerPoint and Handout templates. Sessions with multiple speakers must submit their materials through their Session Organizers. The SMA must retain a complete set of materials for 3 years. Presentations and Handouts will be provided in electronic format to attendees. The speaker will retain full right to use the presentation material.

**Recording of Sessions:** The SMA extends education beyond the classroom setting. Speakers must give the SMA permission to use and to reproduce his or her presentation and materials in any way the SMA may wish but a speaker may make further use of their presentation materials in any way they wish. Each speaker grants the SMA an unlimited, permanent, nonexclusive license, under which the SMA may film, tape, transcribe, otherwise record or quote from the presentation materials, may create derivative works, may publish them in any format, including audio recordings, distance education courses, the Internet or any other media, digital, wired or unwired and may use them in any other way the SMA may find appropriate. The SMA will not be required to pay royalties or any other payment or consideration except as described in this agreement. Submissions that present content considered proprietary that cannot be shared beyond the classroom may not be selected for presentation.

**Speaker Benefits:** Session speakers are not paid and are responsible for their own expenses and registration. Each speaker will receive a contract by email which must be signed and returned to the SMA or speaker will not qualify as a conference speaker.

**Speaker Evaluation Results:** Speakers will be sent copies of attendee evaluations upon request.