



ENVIRONMENT × ECONOMY
× ENERGY = SUSTAINABILITY

OPEN CALL FOR PRESENTATIONS POLICIES

Submissions

Please fill out and submit the 4 attached forms for consideration. They include:

- Presentation Title
- Speakers Biographies
- Learning Outcomes
- Presentation Abstract (300 words or less)
- Marketing Statement (maximum 750 Characters or 75 words.)

Submission Evaluation and Selection

The ASLA PA-DE Annual Meeting Speakers Committee will review and evaluate submissions using the following criteria:

- Clearly articulated, well developed submission with knowledgeable presenters
- Relevance to the profession of landscape architecture
- Clearly stated and achievable learning objectives
- Timeliness of the topic
- Subject matter appeal
- Speaker qualifications and past evaluation results

Schedule SUBMISSION DEADLINE EXTENDED TO DEC. 10, 2010

Friday, December 3 , 2010, 5:00 p.m.:	Open Call for Presentations closes
Monday, December 20, 2010:	Email notification sent to proposers
Friday, March 4, 2011:	Handout materials (PDFs) due
Friday, April 8 & Saturday April 9, 2011:	Educational Sessions at Annual Meeting at Skytop Lodge, Skytop, PA

Policies Governing Accepted Proposals

1. The lead presenter will serve as the prime point of contact for ASLA staff and is responsible for coordinating with all other presenters involved in a session. All speakers listed on the proposal must be aware that they are being considered, eligible and willing to participate as a speaker if the program is selected.
2. All presenters in a session must be included in the original submittal. Speakers may not be changed and no additional speakers may be added without ASLA approval once a proposal is accepted.
3. Submissions promoting specific product brands or companies will not be considered.
4. All presentations must have a visual component that may be projected for all session attendees to view, such as a PowerPoint slideshow (photos, graphs, charts, video, etc.)
5. Selected presenters may be requested to submit additional information if necessary for continuing education program approval.
6. Handouts are required for each session and must be submitted by Friday March 4, 2011.
7. ASLA reserves the right to edit any submitted materials for promotional purposes.
8. ASLA reserves the right to cancel a session at any time.
9. ASLA reserves the right to combine similar sessions, change titles and descriptions, or add/change speakers as necessary. You will be notified if there are any changes and given the opportunity to modify your program accordingly.
10. Sessions may be scheduled at any time on Friday, April 8, 2011 and Saturday, April 9, 2011. Speakers must be available to present on either day.
11. Speakers selected to present at the meeting will receive complimentary registration for the day of their presentation. ASLA will not reimburse travel expenses or provide fees or honoraria for education session speakers.