

**2017 Midwest Safety and Health Conference & Expo**

***(Sponsored by Region VII VPPPA)***

**May 8-10, 2017**

**The Westin Crown Center Hotel**

**Kansas City, Missouri**

**Region VII Workshop Guidelines, Proposal and Submittal**

## Workshop Presentation Proposal and Submittal Overview

## The scheduled workshop timeslots will cover a 60 minute span. The workshop presentations will be offered in three time length increment options:

## “Total Hour” 60 minute single topic presentation

## “Two For Ones” 30 minutes (2 streamlined 30 minute presentations presented in one 60 minute timeslot)

## “Lightning Round” 15-20 minutes (3-4 quick, brief and defined topics presented in one 60 minute timeslot)

When completing your workshop proposal, please note the time length of the workshop. If you are proposing multiple 30 minute or 15 minute presentations, you may combine topic titles and descriptions in one proposal form.

**Submittal:** Complete workshop and presenter information and submit electronically to:

* **Tom Hauber – Rockwell Collins**[thomas.hauber@rockwellcollins.com](mailto:thomas.hauber@rockwellcollins.com)

**Submittal deadline is March 3rd, 2017**. You will be contacted no later than March 24th, 2017 if your submission is accepted or declined.

## Presenter Responsibilities

The presenter shall be responsible to **provide their own computer and visual aids** to present their workshop. All presentations shall be available for transfer to a “flash drive” for posting on the Region VII VPPPA website for reference. Do not rely on internet capabilities to present your workshop as this may not be an option offered by the hotel / convention center. The Region VII BOD shall provide projectors, screens, podium and PA system for each workshop.

## No Commercialization

The VPPPA does not endorse commercial products or lobby commercial products for specific legislation. Speakers are not permitted to sell, promote or otherwise give significant exposure to any company or organization's materials, products and/or services. Advertising, informational literature, samples, etc., in meeting rooms, corridors, guest rooms or other adjacent areas are not permitted. This restriction also applies to printed matter promoting sessions or activities of other non-VPPPA groups.

## Indemnification

Speakers agree to indemnify and hold the VPPPA, additional sponsors and The Westin Crown Center Hotel harmless from any damages or costs resulting from their presentations. Your relationship with the Association is that of a volunteer and not an employee or agent.

**Moderators**

Moderators for each classroom will be provided by the Region VII VPPPA Conference Planning Committee.

**Conference Registration**

Completing this submittal form does not register you for the conference. Workshop presenters may register at a reduced fee. These reduced fees assist in cover basic conference costs, including food, drink and entertainment. Conference registration may be completed by going to [**www.regionviivpp.org**](http://www.regionviivpp.org)**.**

1. If you are a workshop presenter and not participating in any other activities at the conference, there will be no registration fee.
2. If you are a workshop presenter and participating for just one day, there is a one-day registration fee.
3. If you are a workshop presenter and will be participating in other activities at the conference, including entire conference attendance, there is reduced registration fee.

Thank you for your workshop submittal, support and willingness to volunteer.



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**Region VII Workshop Proposal Information**

**DEADLINE FOR SUBMITTALS – March 3rd, 2017**

1. **Workshop Title:**
2. **Presentation Length of Time:** (please note applicable timespan of presentation – choose one)

**60 Minutes (Total Hour)  30 Minutes (Two For one)  15-20 minutes**

1. **Presentation Date and Time Preference** (Choose applicable):

Tuesday, May 9th:  (1:00 pm – 2:00 pm)  (3:40 pm – 4:40 pm)

Wednesday, May 10th:  (9:45 am – 10:45 am)  (11:00 am – 12:00 pm)

No Preference

1. **Workshop Summary:** 50 – 75 word description is **REQUIRED**. Please fill out the “workshop summary” document below with the workshop description as you would like it to appear in the conference publication. (*Note:* *Region VII reserves the right to revise the workshop summary*)
2. **Speaker 1:** **(List information as you would like it to appear in publications)**

Presenter Name:

Title and Designation:

Company:

Street Address/PO Box

City, State and Zip Code:

E-Mail:

Phone:

1. **Speaker 2:** (List information as you would like it to appear in publications)

Presenter Name:

Title and Designation:

Company:

Street Address/PO Box

City, State and Zip Code:

E-Mail:

Phone:

1. **Speaker 3:** (List information as you would like it to appear in publications)

Presenter Name:

Title and Designation:

Company:

Street Address/PO Box

City, State and Zip Code:

E-Mail:

Phone:



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**Region VII Workshop Proposal Summary**

**Workshop Summary:** Please fill out a 50 – 75 word description of the workshop you are submitting to present. Take the time to describe your workshop as you would want it to be advertised in the conference program. This workshop summary is required for the review process as well. You will be contacted no later than March 24th, 2017 if your submission is accepted or declined. Thank you for your application, support and willingness to volunteer.

**Workshop Title(s):**

**Workshop Description Summary:**

Please click below to add a description summary of your proposed workshop. If you are proposing multiple 30 or 15 minute workshop presentations, you may combine topic titles and descriptions in one proposal form. If proposing a 60 minute workshop, please fill out one form for each proposal.