



Building Blocks: Laying a Foundation of Partnership

As many of you know, the 2018 Tennessee American Planning Association Conference will be hosted in Kingsport. As the professional planning organization for the state, there are many of our members that have volunteered their time and efforts to help welcome everyone to our area and showcase the superb planning work we are undertaking. As part of these preparations, the fall conference committee is seeking proposals for consideration to help conference attendees see for themselves the planning topics of our region as well as emerging planning trends that they may utilize in their own hometown.

The sessions can highlight complete or "in-progress" planning initiatives. Session lengths can be approximately 1 hour for regular sessions. As a proposer for a session, you will be responsible for overall implementation of the session you initiate including introducing your speaker, although we will provide the equipment and other typical necessities. We will arrange all logistics pertaining to your session such as room, location, projectors etc. When developing details for the session, it is important to note that conference attendees must remain on schedule. Please be considerate of the session presenter following you and complete on time.

These are all included in the following specific tasks you will be asked to undertake:

1. Propose a Session Concept to the Conference Committee by June 1;
2. Submit a substantially complete Session concept to Conference Committee by June 19;
3. Conference Committee will narrow the submissions by July 1 and respond to all via email by the end of the week.
4. Determine the program objective of the specific sessions; and arrange the details of the session and any additional speakers/presenters for the session.

More details will be provided to those that have an interest in leading a workshop program. We hope to have sessions that cover a broad range of planning topics (land use, transportation, environmental protection, sustainability, economic development, redevelopment, housing, historic preservation, multi-cultural interests, etc) with a special emphasis on our conference theme **Building Blocks: Laying a Foundation of Partnership** and also to have workshops that are geared for those planners interested in learning new skills, or are in-depth work in emerging trends in planning. If you are proposing a mobile tour or in depth secession (2hr) please note it prominently in your proposal description. If you are need specialized equipment or other specialty accommodations please contact the conference Committee as soon as possible. If you have an idea for a session/workshop or would like more information please feel free to email the Conference Committee: Troy Ebbert – Troy.J.Ebbert@TN.gov We look forward to your participation.

Speaker Information (please print or type)

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| Speaker Name(s) | |
| | |
| Mailing address | |
| City | |
| State | |
| ZIP Code | |
| Telephone (home) | |
| Telephone (business) | |
| Fax | |
| E-Mail | |

Please use the following Title(s) in all materials:

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Session Concept:

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All presenters are responsible for abiding by copyright laws.

1. You need permission to use others' work and you must credit them. This includes photographs; diagrams; excerpted pages from codes or zoning regulations; any image found online; pictures; scanned copies or screen captures of printed materials; and any other image or document that has been created by someone other than you. This also pertains to conference handouts. Do not distribute written materials for which you have not obtained permission.
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5. For more information about copyright laws, please visit www.copyright.gov. The "Copyright Basics" circular at www.copyright.gov/circs/circ1.pdf provides a useful summary of copyright laws.

Speaker Registration Policy

Every session, or workshop, or poster **MUST** include at least one TAPA member. A Chapter Membership only application can be downloaded at this website: http://www.tnapa.org/membership_app.pdf

All moderators and speakers must be registered for the conference. Registrations will be available at www.tnapa.org.

At least one speaker in a session must be a paid registrant.

- A speaker may also participate in one additional technology workshop or facilitated discussion.
- Mobile workshop speakers are exempt from this policy.
- Any deviation from this policy is at the sole discretion of the Conference Committee.

All speakers are Highly Encouraged to submit their PowerPoint files early to ensure a back-up copy is available during the conference. PowerPoint files will be made available to all registered attendees following the conference.

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| Speaker Signature(s) |
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| Date |
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