# **Submission Prep Form**

# **SUBMISSION CONTACT INFORMATION**

## **1. Presentation Contact**

Person submitting this abstract and who will receive oﬀicial notiﬁcation and follow-up. If you are also a presenter, you will need to also include your information in the presenter/panelists section.

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| --- | --- |
| First Name |  |
| Last Name |  |
| Title |  |
| Organization |  |
| Phone # |  |
| Email |  |

# **SESSION INFORMATION**

## **2. Proposed Session Title**

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**3. Audience**

**Who is the intended audience for this session? Check all that apply below.**

* Health & code oﬀicers, building oﬀicials, and home inspectors
* Maternal and child health, home visiting, WIC programs, Head Start, and Community Action Programs
* Public Health Networks & City Health Departments
* Community health workers
* Housing and Urban Development programs and housing authorities
* City and town leadership (mayors, city/town managers)
* Real estate professionals
* Community advocacy groups
* Legislators and policy makers
* School district leadership
* Academic partners
* Other (please specify)

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## **4. Would you like to be more speciﬁc about the intended audience?**

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**SESSION DESCRIPTIONS**

The presentation description must identify how the material being presented relates to event’s goal and audience.

The session description must provide enough detail for reviewers to fully understand what the session will entail.

A shortened description will be used to promote sessions on the website and in the printed event program, so it must accurately describe the intent of the session.

**5. Presentation Description for review**

Please note, this description is used by the Planning Committee in selecting sessions and topics for the conference.

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## **6. Short Description**

To be published in the event program, and on the website to promote to the event.

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## **7. Session learning objectives/outcomes.**

Provide 3 measurable learning objectives from the learners perspectives (Example: Following this presentation, participants will be able to describe 2 potential lead hazards in the home.)

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| 2. |  |
| 3. |  |

# **PRESENTATION FORMAT**

Presentations should focus on sharing model practices, data, policy, tools, resources, and lessons learned.

The conference will be a full day from 8:30-4:00 (subject to change), with multiple blocks of 55 minute concurrent sessions, and breaks to allow time for exhibits and networking throughout the day.

The sessions will be assigned a time at a later date. If an applicant has time restrictions during the day of the conference (e.g., the presenter is only available in the morning or the afternoon) please indicate this information in “Other Information section” of the application.

**8. Will this session be a panel or a traditional session?**

 Panel: Discussions presenting diﬀering perspectives or approaches on a topic or questions. Panels must include a moderator, and have a maximum of 4 panelists.

 Traditional Session: A talk or presentation focusing on a single topic or program followed by a short discussion with a maximum of 2 presenters.

# **Panel Moderator**

## **9. Moderator Information as it should be published**

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| --- | --- |
| First Name |  |
| MI |  |
| Last Name |  |
| Credentials/Degrees  |  |
| Job Title |  |
| Organization |  |
| Phone |  |
| Email |  |

## **10. Experience moderating sessions or presenting this topic**

Please be speciﬁc and provide documentation such as written reference from previous speaking engagement, evaluation summaries that show quality rating and scores from previous presentation, links to videos of a previous presentation, etc.:

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## 11. Add attachments (references, evaluations, presentations, etc.)

## **12. Bio (to publish)**

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13. Resume

**1. Presenter/Panelist**

## **14. Presenter/Panelist Information as it should be published**

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| --- | --- |
| First Name |  |
| MI |  |
| Last Name |  |
| Credentials/Degrees  |  |
| Job Title |  |
| Organization |  |
| Phone |  |
| Email |  |

## **15. Experience presenting this topic**

Please be speciﬁc and provide documentation such as written reference from previous speaking engagement, evaluation summaries that show quality rating and scores from previous presentation, links to videos of a previous presentation, etc.:

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## 16. Add attachments (references, evaluations, presentations, etc.)

## **17. Bio (to publish)**

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18. Resume

## 19. Add another presenter/panelist

 Yes  No

# **2. Presenter/Panelist**

# **20. Presenter/Panelist Information as it should be published**

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| --- | --- |
| First Name |  |
| MI |  |
| Last Name |  |
| Credentials/Degrees  |  |
| Job Title |  |
| Organization |  |
| Phone |  |
| Email |  |

## **21. Experience presenting this topic**

Please be speciﬁc and provide documentation such as written reference from previous speaking engagement, evaluation summaries that show quality rating and scores from previous presentation, links to videos of a previous presentation, etc.:

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## 22. Add attachments (references, evaluations, presentations, etc.)

## **23. Bio (to publish)**

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24. Resume

## 25. Add another presenter/panelist

 Yes  No

# **3. Presenter/Panelist**

## **26. Presenter/Panelist Information as it should be published**

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| --- | --- |
| First Name |  |
| MI |  |
| Last Name |  |
| Credentials/Degrees  |  |
| Job Title |  |
| Organization |  |
| Phone |  |
| Email |  |

## **27. Experience presenting this topic**

Please be speciﬁc and provide documentation such as written reference from previous speaking engagement, evaluation summaries that show quality rating and scores from previous presentation, links to videos of a previous presentation, etc.:

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## 28. Add attachments (references, evaluations, presentations, etc.)

## **29. Bio (to publish)**

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30. Resume

## 31. Add another presenter/panelist

 Yes  No

# **4. Presenter/Panelist**

# **32. Presenter/Panelist Information as it should be published**

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| --- | --- |
| First Name |  |
| MI |  |
| Last Name |  |
| Credentials/Degrees  |  |
| Job Title |  |
| Organization |  |
| Phone |  |
| Email |  |

## **33. Experience presenting this topic**

Please be speciﬁc and provide documentation such as written reference from previous speaking engagement, evaluation summaries that show quality rating and scores from previous presentation, links to videos of a previous presentation, etc.:

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## 34. Add attachments (references, evaluations, presentations, etc.)

## **35. Bio (to publish)**

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36. Resume

# **Scheduling Conﬂicts & Additional Information**

## 37. Do you anticipate any of the presenters having any scheduling conﬂicts? At this time, the committee cannot guarantee scheduling but will make every eﬀort to accommodate conﬂicts.

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38. Do you have any other information that you would like to share that will assist the committee in their decision?

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