The Oregon Chapter of the American Planning Association invites you to submit session or mobile workshop proposals for the **2019 Planning Conference**. This event will be held on **October 24-25, 2019** at the **The Graduate (formerly Eugene Hilton)**, in **Eugene, Oregon**.

## THEMES & TOPICS

Proposals for sessions can address any topic relevant to the planning profession. The Program Committee will review proposals and construct tracks which reflect the following conference themes:

- **Get it Done** – Implementation is success and stakeholders expect it. How do you leap from planning document to tangible results?
- **Plan for Everyone** – Engagement, Equity, Diversity, Listening. What tools and techniques are essential to ensuring our plans, policies, and program represent the whole community, not just the loudest community?
- **Build it Better** – How do you go beyond the safe and conventional to achieve the exceptional?
- **Innovate** – Is your community future ready? How will technology shape our communities? How are Planners preparing our communities and policy makers for a different future?

These themes are intentionally broad, reflecting the complex nature of our profession. Planners across Oregon are familiar with the urgent issues of the day – affordable housing, climate change, economic opportunity. Rather than focus on those hot topics, the Program Committee stresses the importance of delivering meaningful presentations that will engage, involve, or challenge our full membership. To help session organizers craft proposals, consider the following:

- Construct sessions that address communities of all scales (large cities, small cities, and rural communities), that demonstrate multi-jurisdictional cooperation and action, or which deliver transferable lessons regardless of scale.
- Explore presentation formats other than the conventional, such as Point/Counterpoint, Panel Discussions, Single Speaker, Moderated Debate, Interactive Workshops, Lightning Rounds, etc. Session proposals that employ an engaging, unique format will be given additional consideration.

## PROCESS

**Deadline for submissions is Monday, June 10, 2019.** The conference Program Committee will review the session submittals and select based on relevancy of the topic, originality, format and completeness of the proposal. The Program Committee will ensure that the conference includes a wide variety of session topics, formats, and speakers.

All who submit session ideas will be contacted regarding a decision of acceptance. Once a session is chosen, the Program Committee will contact you to discuss session details. This conference intends to offer as many AICP CM credits as possible, so session organizers should aim to structure their session(s) to be consistent with the learning objectives of CM training.

For your convenience, the CM review criteria are posted to the following website: [click here](#) (CTRL+click). You may want to refer to these as you develop your session and select your speakers.

Session organizers will be responsible for submitting a completed CM registration form, which will be due back to conference organizers shortly after your session is accepted.
The Program Committee is responsible for the content of each session and, as the conference program develops, edits to proposals, suggestions for additions, or other changes may be made to better balance each session.

SESSION FORMATS

- Formats other than the traditional presentations are encouraged, including: Point/Counterpoint, Panel Discussions, Single Speaker, Moderated Debate, Interactive Workshops, etc.

- Number of presenters in each session is limited to 3 plus moderator (75–90-minute session). Exceptions will be provided where possible.

- Mobile Workshop proposals should outline the tour and identify transportation options.

SPEAKER REGISTRATION POLICY

The registration fee is waived for the day of the speakers’ session only. There will be a nominal fee if the speaker wants to attend lunch that day.

We do not pay honoraria or reimburse for travel or lodging expenses.

SUBMITTAL INSTRUCTIONS

By Monday, June 10, 2019, e-mail session proposals in a MS WORD document named with the proposed session title only. Please include the following information in order.

- Submittals are limited to one, single-sided 8.5” x 11” page.

- Session name (brief, 4 to 5 words, catchy, yet fully descriptive of topic preferred).

- One sentence indicating what conference theme(s) and professional topic(s) are being addressed.

- Paragraph describing the topic and message. This copy needs to be the final version of text describing the proposed session. Please provide enough detail in the description so that the committee can make a great selection (500-word maximum). Marketing brochures and other similar types of materials will not be accepted with proposals and will cause the submittal to be rejected.

- Paragraph discussing how this proposed session addresses communities of all sizes (or, why the session needs to focus on one type or scale of community)

- A statement describing presentation format.

- Names, e-mail addresses, mailing addresses and phone/fax numbers of the proposed moderator and all presenters.
SUBMITTAL CRITERIA

Addressing the following criteria will make your submittal more attractive to the committee:

All requirements noted above and submittal deadline are met.

How the session/workshop proposal offers a learning experience for planners with at least two years of experience.

SUBMITTAL QUESTIONS

Please e-mail any questions regarding proposals to Stephanie Kennedy, conference manager, oapa@oregonapa.org.

IF YOU ARE SELECTED

You will be contacted by a Program Committee member to finalize your session or workshop.

You will also be asked to complete a final CM form to include a description of your session demonstrating how it is consistent with CM criteria, and providing biographical information on your speakers.

IF YOU ARE NOT SELECTED

If your session is not selected this year, you will be contacted by a Program Committee member.

SUBMITTAL DEADLINE

Monday, June 10, 2019