



Memorandum

To: Potential Workshop Presenters for the 89th Annual Educational Conference and Tradeshow

From: David Sanko, Executive Director *DS*

Date: 7/28/2010

Re: Request for Presentations

Planning has begun for the Pennsylvania State Association of Township Supervisors (PSATS) 89th Annual Educational Conference and Tradeshow. The Conference will be held at the Hershey Lodge, Hershey, Pennsylvania, April 17-20, 2011.

Enclosed you will find the PSATS Request for Presentation (RFP) which will be used to develop the educational portion of the conference. This year we plan to provide over 80 workshop opportunities to the over 4800 conference attendees. This RFP is an integral step in the process the conference planning committee and PSATS staff take to provide the most up-to-date and relevant workshops to all of conference attendees.

Please take a moment to review the RFP. If you are interested in the possibility of presenting during the conference, fill out the RFP in its entirety and either email, mail or fax to Carol Kilko by the close of business August 20, 2010.

Please note: submission of a proposal does not guarantee a workshop presentation opportunity at the conference. The conference planning committee and the PSATS staff will collect all of the RFP's submitted and review them based on:

- Overall content and its relevance to municipal officials
- Proposed learning objectives

You will be contacted by November 10, 2010 as to whether your proposal is one of the selected programs.

If you have any questions regarding this RFP please call Carol Kilko or Kelly Lougee at 717-763-0930. Either one will be happy to answer your questions regarding this request.



WORKSHOP PROPOSAL FORM
89th ANNUAL EDUCATIONAL CONFERENCE
AND TRADE SHOW
April 17-20, 2011
Hershey Lodge, Hershey, PA

RETURN BY August 20, 2010

By mail to: Carol Kilko, PSATS, 4855 Woodland Drive, Enola, PA 17025

By Fax to: (717) 763-9732

By email to: ckilko@psats.org

Please type. This form may be generated on your computer; use the same format. The form must be completed in its entirety.

CONFERENCE OVERVIEW:

The 89th Annual Educational Conference and Trade Show, hosted by the Pennsylvania State Association of Township Supervisors (PSATS), is scheduled for April 17-20, 2011, in Hershey, PA. The conference, geared specifically for elected and appointed township officials, is an excellent opportunity for delegates to exchange ideas and receive training to help them better serve their constituents. Nearly 4,800 people attend the four-day conference. PSATS has always strived to bring informed speakers representing a broad spectrum of disciplines to conduct each of the educational sessions planned during the conference. Speakers include township officials, state and federal agency representatives, private business representatives, attorneys, engineers, university professors, and special interest advocates.

WORKSHOP DETAILS:

Please indicate the following workshop category your presentation will best fit (choose one):

- Administrative and Management Issues*
- Agricultural Issues*
- Building Code*
- Computers, Technology, and the Internet*
- Economic Development*
- Emerging Technologies*
- Environmental Issues*
- Financial Management and Investing*
- Floodplain Management and Mitigation*
- Insurance, Pension and Liability Issues*
- Legislative Issues*
- Mergers and Consolidations*
- Personnel Management*
- Planning, Zoning, and Land Use Issues*
- Public Health Issues*
- Public Safety (Police, Fire, and Emergency Management Issues)*
- Professional and Personal Leadership Development*
- Records Management*
- Recreation Issues*
- Recycling*
- Road and Bridge Maintenance and Construction*
- Shared Services*
- Sponsor Presentation*
- Telecommunications Issues*
- Township Engineers Association*
- Township Planning Association*
- Township Solicitors Association*
- Transportation Planning and Funding*
- Water/Wastewater Issues*

PROPOSED TITLE OF WORKSHOP

PROPOSED LENGTH OF WORKSHOP *(please note that the exact length of this workshop may need to be altered, depending on the time available during the workshop schedule)*

PROVIDE A BRIEF (40-50 WORDS) SUMMARY OF THE PROPOSED WORKSHOP

(This summary will be used to prepare the conference program description. Make certain it is well written and accurately describes the content of your presentation.)

LEARNING OBJECTIVES By the end of the workshop, attendees will be able to:

1)	
2)	
3)	

TARGET AUDIENCE (check all that apply):

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Road/Public Works |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Solicitor |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Engineer |
| <input type="checkbox"/> Manager | <input type="checkbox"/> Planner |
| <input type="checkbox"/> Other | |
-

IS THIS WORKSHOP INTENDED FOR (POPULATIONS):

- Less than 5,000 5,001-10,000 Greater than 10,000 All

HOW DOES THIS WORKSHOP MEET THE NEEDS OF THE SELECTED TARGET AUDIENCE?

Has this session been presented at a PSATS conference in the past three years? Yes No

If yes, has the session content been updated? Yes no

Describe how it has been updated:

AUDIO/VISUAL EQUIPMENT:

Every room will be set up with a laptop computer and a LCD Projector. This comes at no charge to the workshop presenter. ANY other AV, including Internet access, flipcharts and overhead projectors, must be ordered directly through the Hershey Lodge.

Will you be using a PowerPoint presentation? Yes No

LEAD CONTACT *(This is the person with whom PSATS will communicate throughout the conference planning process. This person is responsible for the session)*

WILL THIS PERSON ALSO BE A SPEAKER FOR THE WORKSHOP? Yes No

NAME _____

TITLE _____

AGENCY/COMPANY/MUNICIPALITY _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE _____ **FAX** _____

EMAIL _____

NOTE:

1. All speakers must incorporate opportunities for interactive learning in each session (i.e., Q&A, case study discussions, etc.).
2. Handouts must be provided to PSATS by March 18. Copies will be prepared for distribution at the workshop.

All speakers will be included in the conference program booklet, with their speaker status noted.

All speakers are offered complimentary registration for the day of their presentation.

SPEAKER #1

NAME _____

TITLE _____

AGENCY/COMPANY/MUNICIPALITY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

SPEAKER #2

NAME _____

TITLE _____

AGENCY/COMPANY/MUNICIPALITY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

SPEAKER #3

NAME _____

TITLE _____

AGENCY/COMPANY/MUNICIPALITY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

PLEASE COPY THIS FORM IF MORE THAN THREE SPEAKERS

All applicants will be notified of the status of their session proposal no later than November 10, 2010. *(Please note that submission of a proposal does not guarantee that it will be offered as a workshop at the 2011 PSATS State Conference. An advisory committee will review all proposals upon receipt).*

PSATS is asking that all handout materials and PowerPoint presentations be provided to the Association in advance of the conference. By signing this RFP form, you are not only stating that the information in this document is correct and able to be reproduced in all conference materials, but that you are agreeing to have all handout materials and PowerPoint presentations to PSATS no later than March 18, 2011. No PowerPoint presentations will be loaded at the conference. All handouts and presentations will be reproduced by PSATS and copies will be handed out at your session.

Signature of Applicant

Date