



American Planning Association
Iowa Chapter

Making Great Communities Happen

2018 APA Iowa Planning Conference Call for Session Proposals

The Iowa Chapter of the American Planning Association announces its call for session proposals for the 2018 APA Iowa Planning Conference, “Planning Unlimited: Council Bluffs Unlike Anywhere Else on Purpose” being held on October 17th – 19th, 2018 in Council Bluffs, Iowa.

Who Should Submit a Session Proposal?

Anyone is eligible to submit a session proposal, whether or not they are a member of APA. If you have a particular expertise, or have recently completed a planning initiative that might interest others, we encourage you to submit a session proposal.

What Format Should My Session Take?

Participants are encouraged to consider a variety of program formats including moderated discussion, workshops, and case studies in addition to the more traditional presentations and lectures. Conference sessions will range from 45 minutes to 90 minutes in length. We encourage organizers to consider the number of speakers carefully.

What Topics Are of Special Interest?

Session proposals on any topic are welcome. However, respondents are encouraged to think about the theme of the conference when proposing a session. Sessions that address sustainability, housing, transportation, economic development, quality of life, and entrepreneurship projects and plans are especially encouraged. A separate Emerging Professionals track will be offered and sessions that relate to skill building, job search strategies, and mentoring are encouraged.

How Are Sessions Selected?

The Conference Planning Committee will review proposals based upon the following criteria: quality of the session proposal, contribution to the mission of the Chapter, content of program goals and outcomes, program delivery style, and creativity.

How Do I Submit a Conference Session Proposal?

All proposals must be electronically submitted in a Microsoft Word or fillable PDF format using the attached form. All required fields must be completed. Proposals should be submitted electronically to: Chris Widmer at cwidmer@pleasanthilliowa.org. **Session proposals must be received by Friday, June 8, 2018.**

For More Information about the Call for Sessions:

If you have questions, please contact Chris Widmer at cwidmer@pleasanthilliowa.org or 515-309-9463.

Please note speakers are not required to have a paid registration for the conference if they are planning to attend only their session(s). If planning to attend more than just sessions, speakers are required to register for the appropriate conference activities.



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**2018 APA Iowa Conference
 Planning Unlimited: Council Bluffs Unlike Anywhere Else On Purpose
 October 17th-19th, 2018
 Council Bluffs, Iowa**

Presentation Submittal Form

A. **PROPOSED TITLE** *(Required)*

B. **TOPIC(S)** *(Required for CM credit)*

	Career Development		Commercial Land Use		Community Revitalization
	Demographics		Economic Development		Energy
	Ethics		Finance		Food Systems
	Government		Hazards		Health
	Historic Preservation		Housing Policy		Industrial Land Use
	Infrastructure		Institutional Land Use		Law
	Mixed Land Uses		Natural Resources		Parks and Rec
	Partnerships		Planning History/Theory		Methods and Tools
	Plans		Public Participation		Public Service Delivery
	Residential Land Use		Social Justice/Equity		Sustainability
	Transportation		Urban Design		Zoning and Ordinances

C. **FORMAT OF SESSION** *(Required)*

- Traditional Presentation/Lecture
- Moderated Discussion
- Panel

- Mobile Workshop
- Other _____

D. **BRIEF DESCRIPTION** *(Required)* 150 words maximum summary of the proposed session including at least one takeaway. This summary will be used in the conference program and for submittal for AICP CM credits.

E. **PRESENTATION OBJECTIVES** *(Required)* Include at least three learning objectives attendees will take away from the session.

F. **DETAILED DESCRIPTION** – 350 word maximum summary of the proposed session. Please use an additional sheet if necessary.

G. **PRIMARY PRESENTER INFORMATION** *(Required)*

Name of Primary Presenter

Title

Organization

Mailing Address

City, State, Zip

Phone

Email

CO-PRESENTER INFORMATION

Name of Co-Presenter

Title

Organization

Mailing Address

City, State, Zip

Phone

Email

CO-PRESENTER INFORMATION

Name of Co-Presenter

Title

Organization

Mailing Address

City, State, Zip

Phone

Email

H. **PRESENTER & CO-PRESENTER BIOGRAPHIES** *(Required)* Provide one short paragraph for each presenter.

Please consider the following criteria in developing your presentation abstract, and in the development and delivery of the presentation generally.

APA National Criteria for the *Content* of CM Activities

- The content of CM activities must be designed to meet a specific planning-related training objective.
- The content of CM activities must be designed to teach subject matter in appropriate depth and scope for the level of the typical AICP member, a practicing planner with at least two years of professional experience.
- The content of CM activities must be non promotional in nature. Program content must be unbiased. An organization's services or products may be discussed prior to or after the completion of the CM credit portion of the activity.
- The content of CM activities must address demonstrated educational needs of AICP members.
- The content of CM activities must communicate a clearly identified educational purpose or objective.
- In order for CM activities to fulfill the Ethics requirement, providers must demonstrate that the content of the activity is related to the AICP Code of Ethics and Professional Conduct.
- In order for CM activities to fulfill the Law requirement, providers must demonstrate that the content of the activity is related to planning law. Such activities may include, but are not limited to, topics such as environmental law, land use law, redevelopment law, administrative law and housing law.

APA National Criteria for the *Delivery* of CM Activities

- CM activities must be led by one or more experts on the subject matter discussed during the activity. An expert is defined by APA as a professional who has made a contribution to the profession through practice, teaching, research or publications; completed works that proclaim individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism.
- CM activities must use learning methodologies and formats that are appropriate to the activity's educational purpose or objectives.
- The delivery of CM activities must involve the use of materials that do not include any proprietary information. Materials used during the CM credit portion of the activity must be solely for educational purposes.
- The delivery of CM activities must be timed in a manner that is consistent with the time for which the activity was registered.
- The delivery of CM activities must include an announcement in which AICP members are notified that their attendance is required for the duration of the activity in order to receive CM credit.

APA National Criteria for the *Administration* of CM Activities

- CM providers are required to use evaluation mechanisms to assess each activity's quality and relevance to its purpose or objectives.
- Each CM activity must include a mechanism of recording attendance of each AICP member such as a sign-in sheet.
- Once an activity is registered for CM credit, the substantive content of the activity cannot be altered. If substantial changes in content are made, the activity must be re-registered as a new activity.
- The "point of contact" for the provider organization is responsible for the proper administration of registered CM activities as well as the recording and reporting of the attendance of AICP members.