

Call for Presentations – PPAA 2011



NYAPPA/SUNYPPAA invites you to submit a proposal to present relevant topics within Facilities Management for both colleges and universities. We are seeking proposals for presentations that are focused on existing issues important to private and public institutions, as well as community colleges.

The summer conference is scheduled for July 12 - 14, 2011 in Albany, New York.

Below are topics of interest, but not limited to:

- Energy Management Systems
- Building Management Systems
- HVAC Solutions for Existing Buildings
- Advanced Lighting Technology
- Enterprise Asset Management (EAM) Systems
- Building Envelope System for High Performance Buildings
- Preventive Maintenance Programs
- Campus Safety and Security
- Green Transportation
- Parking Management Strategies and Solutions
- Building Information Modeling (BIM)
- Landscaping and Irrigation Techniques
- Building Codes
- Fuel Management
- Storm Water Management
- Cured In Place Pipe Lining
- Integrated Pest Management
- Recycling Solutions
- Best Practices for Custodial
- Best Practices for Plumbing
- Best Practices for HVAC
- Succession Planning and Staffing
- Facilities Management Best Practices
- Reducing Operating Costs

Submission Guidelines

Submit proposals to the address outlined below. The deadline for submission is **February 11, 2011**.

- Selected speakers are responsible for all expenses incurred in conjunction with NYAPPA and SUNY/PPAA 2011 Annual Meeting in July 2011 in Albany, New York; including registration, housing and travel. For details, please refer to the conference website.
- Proposals from business partners should include a co-presenter from a Higher Education Institution in the State of New York.

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- Do not list co-presenters without definite commitment that the co-presenter will be on the program.
- Once proposals have been submitted, you will have a five-calendar day grace period (from the time of initial submission) to make revisions and edits. After five calendar days, your proposal will be considered final.
- Submission of a presentation does not guarantee participation in the program.
- Do not submit proposals unless each presenter is available to appear on the day(s) of presentation (**July 13 - 14, 2011**).
- Select presentations may be offered more than once. Presenters must be available to present on more than one occasion.
- Accepted proposals will not be assigned a specific speaking time(s) until one month prior to the conference.
- Applicants will be notified by **March 11, 2011** of acceptance or deferral.
- Speakers must confirm acceptance within **10 days** of receiving the official confirmation letter.

Submission Requirements

All sessions will be either 60 or 90 minutes (including a 15 minute Q&A).

- A preliminary expression of interest is highly recommended to include: topic, name of presenter(s), contact person (this initial information will not commit you but will inform us for assisting you with further information).
- Title (10 words- accurately reflects the focus of your presentation).
- Length of presentation (60 or 90 minutes).
- Presenter(s): name, title(s) and professional registration, address, fax, e-mail and telephone.
- Professional expertise: A paragraph (100 words or less) for each presenter.
- Abstract: 100- 150 words by third person to describe your presentation.

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- Learning Objectives - Specifically describe at least (four) learning outcomes for the seminar and how college facility personnel can use the content from your presentation in their institution of higher education.
- Step-by-step outline of your presentation (up to two pages). List a minimum of 4 (four) learning lessons your presentation will provide to the attendees.
- Include an electronic copy of the proposed presentation (flash drive, cd, etc).
- Has this presentation been given previously? If yes, please provide date(s), reference(s) and contact name(s).
- Specific Requirements: Preferred room set up, AV requirements, etc.

Final proposals should be submitted to:

**The Office of Facilities Management
Education Committee – PPAA 2011
Service Building A - 101
1400 Washington Avenue
Albany, New York 12222**

Please direct all inquiries to Amy Campana, acampana@uamail.albany.edu

For Registration and further information on the summer conference, please refer to NYAPPA or SUNY PPAA web sites at:

<http://www.nyappa.org> or <http://www.sunyppaa.org>