



State and Local Government Benefits Association

*The premier organization for public sector
benefits professionals...*

2012 Call for Presentations

The State and Local Government Benefits Association (SALGBA) is currently accepting presentation submissions for its 2012 Annual Conference to be held April 15-18, 2012 in San Francisco, California. SALGBA produces and presents a national conference yearly attended by benefits professionals from across the United States. SALGBA is seeking presenters who are willing to share their expertise and enhance professional growth in the benefits field.

Proposal deadline:
August 15, 2011

CALL FOR PRESENTATION PROCESS:

- *Call for Presentation Process Opens:* Presentations will be accepted starting May 5, 2011.
- *Submission Deadline:* All presentations proposals must be submitted by 4:30pm EDT August 15, 2010.
- *Acknowledgement:* All submissions will be acknowledged via email upon receipt.
- *Review Process:* Proposals will be reviewed by the Program Committee. If any reviewers have questions about the proposals, SALGBA staff will contact the person that submitted the proposal.
Notification: After August 15, 2011, proposals submitted will not be considered. However, SALGBA may specifically request submission of a presentation proposal on a specific topic at any time.
- *Confirmation:* Acceptance notification will be sent in mid October along with a speaker agreement, continuing education form, and timeline.

SPEAKING BENEFITS:

- Participate in the growth of your profession and industry
- Visibility, recognition and credibility within the industry
- New networking opportunities
- Promotion in electronic and print marketing material

SELECTION CRITERIA:

The following items must be included in your submission to be considered:

1. **Basic Theme:** Is the presentation about a benefits project, new benefits initiative, a methodology, the evaluation of project, initiative, or benefit?
2. **Value of the subject:** The presentation's scope and originality must be of interest to a significant number of attendees and the proposal should indicate which audience segment would most likely be interested in your presentation (i.e., beginning benefit professionals, intermediate, retirement, etc.).

Items to keep in mind:

- A well defined topic with focused objectives
- Timeliness of topic
- Relevance to attendees and topic areas
- Practical application of material
- Original material
- Perceived level and quality of session content
- Length of presentation
- Speaker qualifications
- Potential to attract and stimulate conference participants
- Clearly defined learning objectives

Increase the possibility of your presentation being selected by:

- Submit session topics that are NEW and have not been covered by other speakers at other conferences.
- Submit a session that demonstrates applications.
- Choose a subject that is useful for, and can be replicated by, benefits professionals.
- Submit a session that demonstrates hands-on experiences. SALGBA attendees specifically like sessions that consist of a fellow benefits professional who has the hands-on experience.

POLICIES:

1. Presentations that market specific services or products will not be accepted, nor are presentations of this nature acceptable at the conference. If a session of this nature is conducted the presenter will not be considered for future speaking opportunities.
2. SALGBA reserves the right to withdraw a speaking opportunity to a speaker for failure to follow the policies outlined.
3. All submissions become property of SALGBA.
4. Selected speakers are responsible for returning the speaker agreement, continuing education form and handout by the deadline.
5. An LCD projector, screen, microphone and sound system will be provided in each session room. Additional audio-visual requirements must be submitted via the continuing education form for consideration. Requests are subject to approval by SALGBA.
6. SALGBA reserves the right to select any or none of the submissions. A proposal may be outstanding but inconsistent with the program committee goals and objectives duplicate another session, etc.
7. SALGBA reserves the right to change the agenda including but not limited to the amount of time allotted to the speaker.
8. SALGBA policy generally precludes an honorarium. Travel, accommodations and meal expenses are usually the responsibility of the speaker.

SPEAKER OBLIGATIONS:

1. Submit bio, photo, speaker agreement and continuing education form no later than November 1, 2011
2. Submit your final presentation and handouts (if applicable) no later than March 15, 2012. Handouts will not be reproduced on site or after this deadline. Please note that returned conference evaluations repeatedly rank sessions without handouts considerably lower than sessions with handouts and those evaluations are considered in the review process for return speaker proposals.
3. Allow SALGBA to record your session for documentation purposes.
4. Allow SALGBA to post copies of your final presentation online in PDF format.
5. Check in at the registration desk at least 30 minutes prior to your session.
6. **During your presentation, provide educational material ONLY and abide by SALGBA's policy not to market a product or service.**

SPEAKERS' CALENDAR

Proposals due:	August 15, 2011
Acceptance Notification:	October 2011
Speaker Confirmation Forms due:	November 1, 2011
Presentation and/or handouts due:	March 15, 2012
Conference:	April 15-18, 2012



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2012 SALGBA National Conference

Call for Presentations

The 2012 SALGBA Annual Conference will be held April 15-18, 2012 in San Francisco, California. Please note that forms submitted that are not complete will not be considered.

Please type. (If your proposal includes more than one speaker please complete this section for the lead presenter and complete the section on the next page for additional speakers.)

Name: _____

Title(s): _____

Entity: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Work (____) _____ Cell (____) _____

Fax: (____) _____ Email: _____

Presentation Title: _____

- Have you given this presentation before? ____Yes ____No
If so, when and where? _____
 - Have you presented at a SALGBA conference before? ____Yes ____No
If yes, please provide date, location, and topic. _____
-

- Please check the timeframe that is most appropriate for your content.
 1 Hour 1 Hour 15 minutes 1 Hour 30 minutes
- Does the timeframe you checked allow for questions? Yes No
- Please check the type of session that is most appropriate for your content.
 General Session Breakout Session
- Have you presented to an audience of 75 or more attendees in the past two years?
 Yes No
- Please check the attendee experience level that is most appropriate for your content. (Beginners Level is 0-3 years, Intermediate Level is 4-6 years and Advanced is 7 or more years.) Beginners Intermediate Advanced

Briefly explain the relevance of your presentation content to this audience and profession.

Please list three concise learning objectives for your presentation. (For use in the conference brochure and other conference marketing material)

1.

2.

3.

Please list names, title(s), address, phone, cell, fax numbers, and email address for any co-presenter(s).

1.

2.

3.

Please indicate the time(s) and day(s) you are available with a “Y” and any time(s) or day(s) you absolutely can not make a presentation with an “N”.

____ Monday ____ morning ____ afternoon
____ Tuesday ____ morning ____ afternoon
____ Wednesday ____ morning

Please list three references that can provide information regarding previous presentations. Please include name, title, address, phone number, and email address.

1. _____

2. _____

3. _____

Please attach a bio in paragraph format for each presenter. This must be included in order for your proposal to be considered.

Completed proposals should be submitted by August 15, 2011to:

**SALGBA
PO Box 867
Berea, KY 40403**

Direct questions to Tina Bowling, SALGBA Executive Director

Phone: 888-623-8676

Fax: (859) 623-8694

Email: tina.bowling@salgba.com