



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Puget Sound Chapter

How to Prepare a Conference Presentation Package

Insights from a Planning Committee Member

October 20, 2021

Session Overview

- **Learn key characteristics of successful technical proposals for conference calls for submissions**
- **Learn insights regarding submissions that go beyond technical content**
- **Be provided an opportunity to engage in dialogue to address personal concerns not addressed in the prepared materials**

Common Conference Objectives

- Identify key and emerging EHS issues
- Expand attendee knowledge and competencies
- Prepare for the challenges in the EHS fields
- Engage in professional discourse

Call for Presenters

- **Professional Society and Association Websites**
- **Professional Society and Association Journals**
- **E-mail Subscriptions and Pushes**
- **Social Media**
- **Word of Mouth**

Submission Specifics



Proposal Details – Basics

- **Be specific, accurate and thorough**
- **Communicate using plain language**
- **Spell and grammar check**
- **Proofread for clarity and logical train of thought**
- **Solutions not sales**

Proposal Details – More Basics

- **Meet the deadline**
- **Understand technical/technology requirements**
- **Ensure the submission is complete**
- **Align with requested presentation duration**
- **Be professional**

Proposal Details – MORE Basics

- Use the word space allowed
- Provide requested number of requirements
- Select a clear session title!
- Verify topic relevance
- Ensure biographical information is complete

Proposal Details – Content

- **Presentation Description – be specific**
- **Learning Outcomes – provide required quantity**
- **Topic Relevance – verify against announcement**
- **Speaking Experience – be specific and thorough**
- **Experience Level – accurately assess audience**

Proposal Details - “Bonus Points”

- **Cutting Edge, Advanced, Research-based**
- **Innovative concept, procedure or application**
- **Case Studies or Lessons Learned Cited**
- **Avoid repeated or repackaged topics**
- **Presenter prior ratings and success**

You've been selected, now what?

- **Acknowledge Acceptance– timely**
- **Complete all follow-up materials – timely**
- **Understand logistical requirements**
 - Audiovisual Requirements
 - Recording Permission
 - PowerPoint Slides / Learning Resources
 - Event Registration
- **NOTE THE DEADLINES**

Questions?

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