

Guidelines for Presenters

1. All moderators and panelists must be CCFC members.
2. Panels should consist of one moderator and no more than three total panelists, at least one of which must be from a community college district. Panels may have no more than one presenter per associate member (private sector) company.
3. All workshops are required to have a designated moderator. (Typically this is the person that submits the workshop proposal.) The moderator is responsible for overseeing workshop development, coordinating pre-conference meetings with panelists, acting as a facilitator onsite at the Conference during the workshop, and serving as the point of contact with CCFC staff.
4. All moderators and panelists are required to support the conference through paid self-registration.

[Click here](#) to download the Call for Workshop Proposals information sheet, which includes presenter guidelines, deadlines, details about the selection process, and more.

If you would like to preview a copy of this form, before submitting your proposal, please [click here to download a pdf copy](#).

Acceptance of Guidelines:

I have read and agree to adhere to the CCFC Annual Conference Guidelines.

CONFIDENTIAL ONLY

Workshop Details

Workshop Format

- Workshops are 1 hour and 15 minutes, including presenter introductions and question-and-answer time.
- All sessions must be educational, sales presentations are not allowed.

* **Title/Topic:**

(80 characters maximum, with spaces)

* **Workshop Description:**

(800 characters, maximum)

* **Learning Objective #1:**

(1-2 complete sentences)

INFORMATIONAL ONLY

*** Learning Objective #2:**

(1-2 complete sentences)

*** Learning Objective #3:**

(1-2 complete sentences)

*** Learning Objective #4:**

(1-2 complete sentences)

INFORMATIONAL ONLY

Speaker #1

(Full name and organization name)

Speaker #2

(Full name and organization name)

Speaker #3

(Full name and organization name)

*** Moderator / Proposal submitted by:**

Name

Company

Email Address

Phone Number

*** Please select the ONE Strand that you would like this Workshop Proposal to be considered for.**

- Architecture and Design (AD)
- Construction (C)
- Energy and Sustainability (ES)
- Maintenance and Operations/Purchasing (MOP)
- Planning, Programming and Fiscal Management (PPFM)

CONFIDENTIAL ONLY

Continuing Education Credits

If you would like your proposal to be considered for MCLE credit, please click here.

(If you are unsure, please do not check this box.)

Please submit this session for MCLE credit approval.

If you would like your proposal to be considered for AIA credit, please click here.

(If you are unsure, please do not check this box.)

Please submit this session for AIA credit approval.

Please submit this session for AIA HSW (Health, Safety, and Welfare) credit approval.

CONFIDENTIAL ONLY



CCFC AC21 Call for Workshop Proposals

Thank You for Your Proposal

Selection Process

Proposal Review Groups consisting of CCFC member volunteers will make recommendations to the Planning Committee. The Planning Committee will make final decisions and all applicants will be notified by CCFC Staff of the outcomes by Summer 2021.

If you have any questions, please do not hesitate to contact Sam Campbell at scampbell@m-w-h.com.

Please click the 'SUBMIT' button below to send your proposal to CCFC.

INFORMATIONAL ONLY