Note: All speakers, presenters and panelists who are members of APA, APA Colorado or those who plan to attend any portion of the conference are required to register for the conference. No speaker discounts are offered; however, those selected to present will be notified in advance of the early bird rate deadline and are encouraged to take advantage of this reduced amount.

Section - 1

Contact Name: ____________________________

Phone Number: ____________________________ Email Address: ____________________________

Section - 2

Proposal Type:

☐ 90 Minute Panel Session or ☐ 60 Minute Panel Session

☐ 180 Minute Workshop ☐ 60-90 Minute Roundtable

☐ 5-7 Minute Fast, Funny & Passionate (Friday closing session)

Target Audience:

☐ Experienced Planners (8+ years): Deep dive with emphasis on up to three topics. No basic planning principles in these sessions.

☐ Mid-Level Planners (4-8 years): Presentations focus on more in-depth analysis of basic planning principles and projects.

☐ New Planners (0-4 years): Basic planning principles are presented with examples.

☐ Public Officials: Presentations that focus on education of our elected and appointed officials.

☐ Everyone

Presentation Topic

☐ Career Development & Workplace ☐ Community Engagement/Public Participation ☐

☐ Demographics | Aging Populations ☐ Healthy Communities | Urban Design ☐

☐ Housing ☐ Natural Resources (Water, Environment, Oil & Gas) ☐

☐ Regulations ☐ RISE (Resilient. Inclusive. Sustainable. Equitable.) ☐

☐ Small Town | Rural Community ☐ Technology ☐

☐ Transportation & Transit ☐ Other ☐

Title of Session (max 10 words): ____________________________
Description: (max 75 words) This is the marketing description used in the event publicizing to encourage attendance and is different from the CM Description below.

Learning Objectives: By the end of this session, attendees will learn:

1. 
2. 
3. 

Outline of Session: Please write a brief outline for your session including main topic points and the methodologies that will be utilized to achieve the Learning Objectives.

Section - 3

CM Criteria below will be met.

<table>
<thead>
<tr>
<th>Criteria for CM Approval</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>1. Presentation meets a planning-related objective</td>
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<td>2. Presentation is unbiased and non-promotional</td>
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<td>3. Presentation communicates a clearly identified educational purpose or objective.</td>
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<td>4. Presentation is led by one or more experts on the subject matter discussed</td>
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<td>5. Presentation uses learning methodologies and formats that are appropriate to the activity's educational purpose</td>
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<td>6. Presentation involves the use of materials that do not include proprietary information</td>
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<td>7. Presentation is timed in a manner consistent with the time for which the activity was registered for CM credit</td>
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Law* or Ethics* Credits Requested? If yes, complete the area below.

Please note that CM credits are available in 0.25 (15 minute) increments. If you feel your session could meet the CM Ethics/Law criteria for any denomination of this amount, please check here and complete the individual section below.

Yes ☐ No ☐

ETHICS: Description of how the event will meet the Ethics requirement. (2000 max characters)

Providers must demonstrate that the content of the activity focuses on training planners on the standards of ethical behavior according to the AICP Code of Ethics and Professional Conduct. While general ethics courses, local ethics laws, and ethical codes from other professions can introduce relevant issues as well, the AICP Code focuses on a system of moral principles specific to professional planners.

For more information please reference the CM Provider Handbook located on the APA website at www.planning.org/cm/providers

Description:
### Description of how the event will meet the Law requirement. (2000 max characters)

Providers must demonstrate that the content of the activity is related to existing planning laws or case decisions or trends in existing planning laws or case decisions. Political movements, policy recommendations, and policy initiatives are not "current planning law." Existing planning laws or case decisions must clearly constitute a majority of the content of the activity.

For more information please reference the CM Provider Handbook located on the APA website at [www.planning.org/cm/providers](http://www.planning.org/cm/providers)

### Section - 4

#### Instructor Information: Name, Background, Contact & Biographical information

<table>
<thead>
<tr>
<th>Instructor A:</th>
<th>Name</th>
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<tbody>
<tr>
<td></td>
<td>Certifications, Licenses, etc.</td>
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<td>Email Address</td>
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#### Biographical Information:

(4000 char max; including current professional title and notable achievements that indicate required level of expertise)

<table>
<thead>
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<th>Instructor B:</th>
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For more information on APA CM criteria, please visit www.planning.org.

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**Submittal Instructions:**

1. Complete this Session Proposal Form or use the new [ONLINE SUBMISSION FORM](https://www.planning.org).

2. Save it as a Word Document, using the following naming convention:

   Session Title-Contact Name (e.g. Planning For All-Shelia Booth)

3. Upload the Word Document to the FilesAnywhere website.

   [CLICK HERE](https://personal.filesanywhere.com/Dropbox/db.aspx?v=8a6f6986586775be9f6c)

   or


   *Please note that no email confirmations will be sent upon uploading of the file. You can screen shot your submission should you need confirmation.*

**Deadline: Monday, February 17, 2020**