



Call For Presentations!

October 16-18, 2013
Area 30 Career Center
Greencastle, Indiana

If you are a knowledgeable and articulate subject matter expert willing to share your insights and real-world experience, you are invited to submit a proposal for the ETA Education Forum. Sessions will be held on Thursday, October 17 and Friday, October 18. Promote your presentation to an engaged audience of professional peers, educators and students!

ETA Education Forum Presenter Benefits:

- ◆ Widespread recognition from industry peers
- ◆ Opportunities to share your knowledge and ideas
- ◆ Valuable new information and solutions from other ETA Education Forum presenters
- ◆ Profitable networking opportunities with top industry professionals to grow your business or enhance your skills
- ◆ Your presentation is available online to general public at the conclusion of Education Forum

General Submission Guidelines

- Proposals must be in English
- Presentation must be original work
- ETA International will offer Continuing Education Credits (CEC's) for all presentations once they are approved.
- ETA International membership is not required to submit a proposal.
- Sessions will be held concurrently. Sessions should be 45-60 minutes in length.
- Per diem, honoraria, or expenses are not included
- **Submit by May 1, 2013**

A Forum Session Proposal is a commitment to present, if accepted.

- Title of your presentation
- Name, title, company or organization, address, phone, fax number, and email address of presenter
- Professional biography of presenter
- Detailed description of your presentation
- Summarize what an attendee in your class can expect to learn, including any hands-on experience
- Length of your presentation

Topics of Interest Include but are not Limited to:

- Industrial Electronics
- Advanced Manufacturing
- Photovoltaics
- Renewable Energy
- Fiber Optics and Data Cabling
- Robotics
- Avionics – including Electronics and Cabling Basic Electronics
- Computers – including Wireless Networks, Network Systems, and Electronic Security Software
- Communications – including MR56, B-VoIP, Satellite, RADAR, Telecommunications, and Wireless
- Biomedical
- Federal Communications Commission – including Commercial Radio, Marine Radio, Radiotelegraph, Global Maritime Distress, and Ship Distress
- Smarthome – including Audio/Visual, Alarm-Security, Home Area Networks, as well as Consumer and Residential Electronics
- Workforce Development and Business Management
- STEM Education
- Customer Service Specialist/Workforce Readiness

Applications Must be Received by May 1, 2013
Submission Guidelines & Speaker Agreement Available At:
www.eta-i.org/education_forum/Call_for_Presentations.pdf
Angie Nichols, ETA Education Forum Event Coordinator
5 Depot St., Greencastle, IN 46135
anichols@eta-i.org
800-288-3824



Call for Presentations Proposal

October 16-18, 2013

Area 30 Career Center, Greencastle, In

Education Forum 2013 allows you to advance your reputation by presenting and sharing your knowledge at this unique technical forum/conference and promote your expertise to an engaged audience of professional peers, educators, and students.

Each Speaker should know in advance that he or she must register for Education Forum for at least one day. As a not-for-profit organization, ETA has limited financial resources for transportation, housing, or conference registration.

Each session speaker must prepare a full presentation in the format of their choice. Projectors and screens are available; however, laptops are not. ETA does require a copy of the presentation (details on submission form). All presentations will be made available on the ETA website.

You can propose any type of session: individual speakers, panel, forum, interactive discussion, knowledge exchange, knowledge development, technology comparisons, etc. Describe what you want to accomplish, what each presentation will cover, and the procedure in which you want to relay the formation.



Submit your application by email or postal mail, postmarked by *May 1, 2013* to:
Angie Nichols, ETA Education Forum Event Coordinator
5 Depot St., Greencastle, IN 46135
anichols@eta-i.org
800-288-3824



October 16-18
Area 30 Career Center
Greencastle, Indiana

Presenter: _____

Company: _____

Address: _____

Phone: _____

Fax: _____

Email address: _____

Session Title: _____

Please attach detailed Session Description.
Who is the target audience for this session?

To what area of technical training does this area apply?

Session Details: Will a projector and screen be needed? _____

Will this session require a different set up from standard seating at table with a podium? _____

YES, please indicate

Indicate length of session _____

_____ I could conduct this presentation more than one time during the event

_____ I agree to conduct only 1 presentation during the event

By submitting, I agree to all terms and deadlines associated with the presentation. I am responsible for registration, transportation, and lodging fees.

Speaker Agreement Form

Conference Registration:

As a speaker, you may attend the conference as a full paid registrant. Please complete an Education Forum registration form

Headshot and Speaker Biography:

ETA will post your headshot and biography on the conference website, www.educationforum.info and in other promotional material for the event. It may be submitted with your proposal; however, you may submit it at your convenience prior to April 30, 2013. Please send to the ETA mailbox, to the attention of Angie Nichols at eta@eta-i.org.

Session Description:

Your session description is due with the proposal form April 1, 2013. Please send a brief outline/summary of your session to be used on the conference website, www.educationforum.info, and in other conference related promotions.

Presentation Template:

Your PowerPoint presentation must be on template provided by ETA International. Presentation templates will be emailed to you by June, 2013.

Presentation Deadline:

PowerPoint presentations on the provided ETA Education Forum template are due no later than September 02, 2013.

Please send your presentation to Angie Nichols by **Email at** anichols@eta-i.org

A/V Requirements:

We can provide you with the following items for your session/workshop at the Education Forum.

- Laser Pointer
- Projector & Screen
- White Board
- Podium

Speaker agrees to abide by all terms listed above.

Speakers are responsible for registering for conference, providing their own travel arrangements and hotel accommodations. Speaker Registration fee is \$75.00.

Speakers are responsible for submitting presentation for distribution to all registered attendees.

Speakers are responsible for identifying a backup presenter in the event of an emergency.

Speakers are responsible for submitting a headshot and brief biography.

***Hold Harmless:* I agree to indemnify and hold harmless the event committee, and ETA® International from and against all claims, damages to person or property, losses or liabilities, including reasonable attorney's fee (collectively "claims") arising out of or caused by the presenter, hotel's negligence or travel.**

**Please sign and return this page with proposal to Angie Nichols, Event Coordinator at anichols@eta-i.org or by mail to:
ETA International, 5 Depot Street, Greencastle, In 46135**

Print Name and Title: _____

Signature:

Date: _____

