

CONCURRENT SESSION Submission Form

Editing

While completing this form, please keep in mind that if your abstract is selected, this information will be posted online and distributed to attendees to help advertise your session. ASFPM will post this information with as little editing as possible. Please consider your readers and draft responses in complete sentences where appropriate. Presenters are strongly urged to draft their responses in a Word document first so they can spell check and then copy and paste the text into this form. Please also save the Word file for your records - if your abstract is approved for the conference program, you will be able to update your abstract with any new or changed information prior to the final program going to print. To preview the form, [click here](#).

Confirming your Submission

Due the large volume of responses, ASFPM **cannot** provide copies of your submission to you or verify your submission was received. At the end of this submittal form, you will see a confirmation screen.

Selection Process

There is limited space available in the concurrent sessions program, not all abstracts will be selected. Preference will be given to an abstract which, combined with other abstracts of similar focus, create a cohesive and relevant session theme. Selected presenters will be notified January 2020.

Expectations of Presenters

Presenters who wish to provide handouts must do so at their own discretion and expense as ASFPM does not provide print services. **All conference presenters are required to register and pay to attend the full conference.** Although travel approvals for June 2020 are likely unknown, if you know with certainty that you will not be able to register for the conference, please do not submit an abstract.

*** 38. I have previewed the submission form questions and have saved a text copy of my submission information for my use. I'm ready to enter my information:**

- Yes
- No

How to Preview this Form First -- Instructions

Should you wish to review the list of required information prior to completing the submission form, [here is a PDF of each set of questions](#).

It is recommended that you preview the form before you submit. Presenters are urged to create a text version of their submission in a Word document to copy and paste into the online form **before** submitting online so they have a copy of their submission.

The online form will **not** send presenters a copy of their submission. Due to the high volume of submissions, we are not able to provide copies of submissions. Only online submissions will be considered (the PDF previews are for review ONLY).

*** 39. I'm ready to submit my topic now.**

- Yes
- No

Presenter Information (*indicates required field)

Presenter: The Pocket Guide that is provided onsite has space to list the name of **one** presenter. This should be the person who plans to attend the conference and be the lead presenter. Additional authors and presenters will only appear in the official Narrative Program, which is made available online prior to the conference.

Insert the pocket guide information for the resenter here.

*** 40. Presenter**

Presenter First Name:

Presenter Last Name:

Professional Credentials (example: PE, CFM):

Title:

Company:

City:

State (abbreviation):

Country (outside of USA only):

Email:

Phone Number:

*** 41. Biography for Presenter**

Biography must be in narrative format; resume format will not be accepted. (please limit response to about 250 words or 950 characters)

*** 42. All selected presenters are required to register for the full conference and pay the related fees if selected. Does the presenter plan to register and attend the full ASFPM conference?**

Yes

No

43. Please list any additional presenters and authors here:

Concurrent Session Title (*indicates required field)

*** 44. Please provide a suggested title for your proposed Concurrent Session in 12 words or less. Use a concise title that summarizes the content of your abstract.**

If selected, ASFPM reserves the right to edit the title for clarity and print limitations. The title will appear in the conference brochure to help attract potential attendees to your concurrent session. Catchy, well-worded titles can help attract potential attendees to your session.

Title case should be used where the first word and all other major words (nouns, pronouns, verbs, adjectives, adverbs) and some conjunctions are capitalized. Articles such as the, a, an, and but, for, or and nor should be in lower case. Do not end your title with a period. The use of "all caps" should be limited to acronyms generally accepted in the field and names of organizations.

Example:

The New Elevation Certificate: What Every Floodplain Manager Needs to Know

Presentation Title:

Concurrent Session Keywords (*indicates required field)

The conference will examine the challenges facing the nation as flood loss reduction experts share ideas and learn from one another. Presentations will be organized according to session themes. Each 1.5-hour block will consist of three related abstracts. Selected presentations will be combined with other abstracts with similar focus to create a cohesive session theme for each session block.

Please list up to five keywords that best categorize your abstract. Separated by commas.

Keywords could include but are not limited to:

* 45. Keywords:

Abstract (*indicates required field)

*** 46. Please provide your presentation abstract, describing what topics will be covered. In your last paragraph, to enable the abstract reviewers to best understand the focus of your presentation, please explain what you hope to accomplish with your presentation by starting the paragraph with "This presentation will...". Abstracts submitted should be 300 words or less.**

Presentation Abstract:

Attendees and Audience (*indicates required field)

*** 47. Using the guidelines below, please tell us what level of experience/knowledge your presentation is written for. Your response will not limit who may attend, but will help attendees to select the proper fit for their interest and experience.**

Target Experience Level (attendee experience – introductory, intermediate, advanced?)

- Introductory = written for attendees with no previous (or limited) experience in FPM or the topic area
- Intermediate = written for attendees with some experience in FPM or the topic area
- Advanced = seasoned attendees with 10 + years of experience in FPM or the topic area

Virtual Question & Additional Comments

*** 48. If we must pivot the conference to a virtual format, would you be willing to present/record your abstract for a virtual setting?**

Yes

No

Comments:

49. Comment (optional). Use this section to explain prioritization if submitting more than one abstract or to make something more clear to the abstract review team. Please limit comment to 100 words or less.