

WORKSHOP Submission Form

**EDITING**

While completing this form, keep in mind that if your workshop is selected, much of this information will be posted online and distributed to attendees to help advertise your workshop. ASFPM will post this information with as little editing as possible. Please consider your readers and draft your responses in complete sentences where appropriate. The use of "all caps" should be limited to acronyms generally accepted in the field and names of organizations (organizations should be spelled out only in the first reference). 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.

**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 confirmation that your concurrent session abstract or workshop abstract was received. Presenters are urged to create a text copy of their submission in a Word file to save for their purposes from which they can copy and paste into this form.

**SELECTION PROCESS**

A limited number of training workshops are conducted. ASFPM receives more submissions than there are available workshop slots. Not all submissions will be accepted. Preference will be given to workshops on **new topics** that fit into the overall theme of the conference, and that provide local floodplain administrators tools they can take home and implement. Selected presenters will be notified by the end of January 2021.

**EXPECTATIONS OF INSTRUCTORS**

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 to attend the full conference. Although travel approvals for May 2021 are likely unknown, if you know with certainty you will not be able to register for the conference, please do not submit a workshop. Workshops are coordinated by the ASFPM Office rather than the conference program chair. Please contact Kevin Currie at [kevin@floods.org](mailto:kevin@floods.org) or (608) 828-6325 with questions.

**\* 2. 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

Preview Workshop Submission Form Questions

**HOW TO PREVIEW THIS FORM FIRST - INSTRUCTIONS**

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

**It is recommended that you preview the form before you submit using the linked PDF version above. 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. Presenters selected for the 2020 conference program will receive a copy of their submission at the time they are notified of their selection status. Only online submissions will be considered. The PDF previews are for review ONLY.

**\* 3. I'm ready to submit my topic now.**

- Yes
- No

Workshop Title, Description and Point of Contact (\*indicates required field)

**\* 4. Workshop Point of Contact**

**Person with the authority to respond in a timely manner to ASFPM requests / communications with the ability to distribute information to instructors:**

First Name:

Last Name:

Professional Credentials (example: PE, CFM):

Job Title:

Company:

City:

State:

Country (outside of USA only):

Email:

Phone Number:

**\* 5. Is the Point of Contact (above) an instructor for this submission?**

- Yes
- No

If No, please explain.

Instructor Biographies (\*indicates required field)

**\* 6. Instructor #1:**

**Due to space limitations, the conference pocket guide will list only the names of the two primary instructors (1 and 2). Complete instructor listing will appear online in the syllabus. Workshops may have one instructor per hour of instruction.**

**Insert the pocket guide information for the two primary Instructors here.**

First Name:

Last Name:

Professional Credentials (example: PE, CFM):

Job Title:

Company:

City:

State:

Country (outside of USA only):

Email:

Phone Number:

**\* 7. Biography for Instructor #1**

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

**\* 8. All selected workshop instructors are required to register for the full conference and pay the related fees if selected. Does Instructor #1 plan to register and attend the full ASFPM conference?**

Yes

No

**\* 9. Are there any other Instructors you need to enter?**

Yes

No

Workshop Instructor #2

Please provide contact information for your additional instructor here.

NOTE: Workshops may have one instructor per hour of instruction (2 hour workshop may have maximum of two instructors; 4 hour workshop may have a maximum of four instructors).

**\* 10. Instructor #2 (if applicable):**

**Insert the pocket guide information for the additional Instructor below.**

First Name:

Last Name:

Professional Credentials (example PE, CFM):

Job Title:

Company:

City:

State:

Country (outside of USA only):

Email:

Phone Number:

**11. Biography for Instructor #2**

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

**\* 12. All selected workshop instructors are required to register for the full conference and pay the related fees if selected. Does Instructor #2 plan to register and attend the full ASFPM conference?**

Yes

No

**\* 13. Are there any other Instructors you need to enter?**

Yes

No

Instructor #3

Please provide contact information for your additional instructor here.

**NOTE:** Workshops may have one instructor per hour of instruction (2 hour workshop may have maximum of two instructors; 4 hour workshop may have a maximum of four instructors).

**\* 14. Instructor #3 (if applicable):**

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Professional Credentials (example PE, CFM):	<input type="text"/>
Job Title:	<input type="text"/>
Company:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Country (outside of USA only):	<input type="text"/>
Email:	<input type="text"/>
Phone Number:	<input type="text"/>

**15. Biography for Instructor #3**

**Biography must be in narrative format. Resume format will not be accepted. Please limit response to about 250 words or 950 characters.**

**\* 16. All selected workshop instructors are required to register for the full conference and pay the related fees if selected. Does Instructor #3 plan to register and attend the full ASFPM conference?**

- Yes
- No



**\* 17. Are there any other Instructors you need to enter?**

Yes

No

Instructor #4

Please provide contact information for your additional instructor here.

NOTE: Workshops may have one instructor per hour of instruction (2 hour workshop may have maximum of two instructors; 4 hour workshop may have a maximum of four instructors).

**\* 18. Instructor #4 (if applicable):**

First Name:

Last Name:

Professional Credentials (example PE, CFM):

Job Title:

Company:

City:

State:

Country (outside of USA only):

Email:

Phone Number:

**19. Biography for Instructor #4**

**Biography must be in narrative format. Resume format will not be accepted. Please limit response to about 250 words or 950 characters.**

**\* 20. All selected workshop instructors are required to register for the full conference and pay the related fees if selected. Does Instructor #4 plan to register and attend the full ASFPM conference?**

Yes

No

**\* 21. Would Instructor #4 like to be included in a speaker directory made available to ASFPM members (for the purposes of reaching out to potential speakers and requesting submissions for future events)?**

Yes

No

Workshop Title & Description

**\* 22. Please provide a suggested title for your proposed workshop in 85 characters or less. Choose a concise yet descriptive title that summarizes the content of your workshop and piques the interest of your potential audience.**

The title will appear in the conference brochure to help attract potential attendees to your workshop. Interesting, well-worded titles can help attract attendees to register for your workshop.

Keep in mind that the best titles, in our experience, tend to be a group effort. If selected, we will collaborate with you to finalize a title, which may need to be edited for clarity and print limitations.

**EXAMPLES:**

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

"Local Land Use Strategies for Reducing Flood Risk"

"Using Social Media for Disaster Response & Recovery"

"Confessions of a Floodplain Manager"

**Workshop Title:**

**\* 23. Please provide a short description for your proposed workshop. If selected, ASFPM reserves the right to edit for clarity and print limitations. Describe what your workshop will cover but think of this as your "advertisement" for the course. You will have an opportunity to elaborate on topics covered, agenda, and delivery in another section of this form. Description should be 100 words or less in length.**

**EXAMPLE:**

Your one-stop shop for everything you need to know about the new Elevation Certificate! FEMA has attempted to address and clarify some of the most misunderstood parts of the EC in this new version. Learn about the changes, and take this opportunity to find out about everything you always wanted to know about the EC, but were afraid to ask!

**Workshop Description:**

Syllabus (\*indicates required field)

**\* 24. Workshop objectives: Please provide some information on what your attendees will be able to do following completion of the workshop.**

**EXAMPLE:**

Upon completion of the course, participants will be able to:

- 1) Identify the changes on the new EC.
- 2) Identify common questions and issues related to the EC.
- 3) Explain how the EC is used in floodplain management to verify compliance and determine NFIP flood insurance policy premiums.

Following this workshop, the learner will be able to...

**\* 25. Please provide an estimated length of your workshop, including breaks (if applicable). Due to schedule and space limitations, workshops cannot exceed four hours in length.**

**Length of your workshop:**

- 2 hour workshop
- 4 hour workshop

**\* 26. Please provide the topics which will be covered in your workshop.**

**EXAMPLE:**

Topics covered in this workshop:

- 1) Sections on the EC
- 2) Changes to the EC
- 3) Roles/Responsibilities for Completing the EC
- 4) Common errors to Check
- 5) Uses for the EC
- 6) Who must use the EC

**Workshop Topics (Please include what topic areas will be covered):**

**\* 27. Tell us about the flow of your workshop. How do you plan to present on your topics?**

**EXAMPLE:**

**Workshop will be presented through a facilitated discussion of changes, uses, and errors commonly found on the EC. Participants will be encouraged to share their personal experiences and challenges. A hands-on exercise will allow participants to review a completed EC and work in small groups to identify errors and solutions.**

**10% Lecture**

**50% Facilitated Discussion**

**40% Small/Large Group Exercise**

**Workshop Outline (Please describe the composition of the workshop and how it will be presented, i.e. % lecture, discussion, exercises, etc.):**

**28. Please tell us about your workshop agenda with estimated timeline.**

**EXAMPLE:**

**Agenda**

**15 min. Introductions**

**15 min. Changes to the EC (Lecture)**

**20 min. Sections of the EC (Lecture/Discussion)**

**20 min. Common Errors (Lecture/Discussion)**

**30 min. Completed EC Activity (Group Exercise)**

**15 min. Wrap-Up / Q&A**

**Please provide a draft schedule for your workshop with topics and estimated timelines:**

**29. Please tell us about the exercise(s) and activities you plan to cover in your workshop.**

**EXAMPLE:**

Students will work in table groups of 5-6 participants and have 20 minutes to complete the exercise. Each group will be given sample copies of actual completed Elevation Certificates with errors. Groups will receive different ECs to review for errors. Students must work together to identify errors on each Elevation Certificate and make notes identifying the error. One group member will report out to the class what errors were found within their group in the next step.

To conclude the activity, all students will receive sample copies of all elevation certificates used in the exercise. Each group will report on what errors were found in their samples to the entire class who will flag the errors on their copies of the elevation certificates. The report out will take approximately 20-30 minutes to complete. Instructor will then discuss most commonly made errors or missing information on the EC, and note any errors that may have been missed (if any).

**Please provide a draft exercise for your workshop with description of the activity and estimated timeline:**

**30. Please provide information about prerequisite criteria, coursework or knowledge you recommend attendees obtain/complete prior to your course.**

**EXAMPLE:**

**Prerequisites:** Some prior knowledge or experience using the Elevation Certificate recommended but not required. Basic floodplain management experience, knowledge of how to read a flood insurance rate map and FIS.

**Prerequisites (Suggested skills / training / experience prior to attending):**

**\* 31. Please provide information about equipment/materials you recommend attendees bring with them to the course.**

**EXAMPLE:**

**Equipment Required:** This workshop requires that registrants bring a laptop computer with ability to access the internet, and ability to download/install software via USB port or Internet connection.

**Mobile devices (tablets and smartphones) are incompatible with the requirements to participate in this workshop.**

**Does your workshop require attendees to bring equipment or materials with them to participate?**

Yes

No

If yes, please detail what is required (laptop, tablet, with administrative rights, USB port, CD/DVD drive, ability to download/install software, pre-load software before course, jump drive, etc.).



Attendees, Audience and AV Needs (\*indicates required field)

**\* 32. Some workshops and topics work better with a specific number of attendees. Please let us know if there is a maximum number of attendees your workshop can accommodate to meet the learning objectives.**

**Maximum # of Attendees (not to exceed 40 people)**

**\* 33. Tell us about your target audience. Is it written for a specific sector, knowledge base, or area of expertise? Your response will not limit who may enroll, but will help attendees to select the proper fit for their interest and experience.**

**Target Audience (Who is this workshop for - Locals? States? Feds? Engineers? etc.):**

**\* 34. Using the guidelines below, please tell us what level of experience/knowledge your workshop is targeted for. Your response will not limit who may enroll, 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

**\* 35. Please tell us what we can provide to help you present your workshop. A list of what ASFPM can provide is below. Additional quantities or items not on the list may not be available, or may be available at cost to the instructor.**

**Equipment you need ASFPM to provide:**

- LCD Projector
- Laptop
- Air Mouse with Laser Pointer
- 1 Flip Chart w/markers
- Internet Access for instructor (1 computer) ONLY **(available for a fee)**
- Internet Access for BOTH instructors & students **(available for a fee)**
- Electrical access for multiple computers (student / instructors) **(available for a fee)**
- None

**\* 36. If we must pivot the conference to a virtual format, would you be willing to present your workshop virtually?**

- Yes
- No

Comments:

Comment

**37. Comment (optional): Please limit your comment to 100 words or less.**