



COLORADO

Division of Homeland Security
& Emergency Management

Department of Public Safety



2019 Colorado Emergency Management Conference

CALL FOR PRESENTATIONS

Instruction Packet

Submissions due by **November 16, 2018**

February 20 – February 22, 2019

Embassy Suites Loveland Hotel Conference Center & Spa

The Colorado Division of Homeland Security and Emergency Management (DHSEM) and the Colorado Emergency Managers Association (CEMA) are accepting proposals for the 2019 Colorado Emergency Management Conference (CEMC).

This year's theme is:

"Putting the Pieces Together"

Call for Presentations

The Colorado Emergency Management Conference Call for Presentations runs from October 15, 2018 through November 16, 2018. All applications must be submitted by 5:00pm on **November 16, 2018** to be considered. There will be no exceptions to this deadline. Each breakout session lasts 60 minutes. Structure your presentation to allow time for Q&A within the 60 minutes allocated.

Important Dates

Call for Presentations Opens	October 15, 2018
Speaker Application Deadline	November 16, 2018
Notification of Speaker Selections	November 30, 2018
Speakers Confirm Intent to Speak	December 21, 2018
Speakers Complete Conference Registration	January 7, 2019
Final Confirmation and Registration	January 31, 2019

Conference Dates

Conference Start	February 20, 2019 at 10:00am
Conference End	February 22, 2019 at 12:15pm

Session Style

All Sessions will be 60 minutes in length.

Room Setup and Equipment

Rooms will be setup in a classroom or theater style. Each room will consist of a laptop, laptop speakers, podium, two wireless microphones, projector, and screen. Internet access will be provided. All presentations must be submitted in advance and will be downloaded onto conference laptops.

Handouts and Evaluations

Speakers are responsible for providing their own handouts and audience evaluations.

2019 Breakout Focus Areas

Theme: Putting the Pieces Together

The Conference Committee requires presentations that are specifically developed for the Colorado Emergency Management Annual Conference audience and for the current year's theme. When developing your submission, select one of the following topic areas.

Topic Area	Description
Emerging Trends and Innovation	Presentations should include anything that is up-and-coming, the promotes furthering the emergency management field to the next level. Presentations should not include basic emergency management topics or technology.
Leadership	Presentations should include topics such as facilitation, mediation, coordination and advanced leadership to allow participants to utilizes new skills in the future. Presentations should not include mere ICS leadership and should instead address the complexities of emergency management.
Current Research and Best Practices	Presentations should include research and best practices from the last 5 years, including practical application of end results. Presentations should not include mere information about the best practice or research but should instead have identifiable actions for emergency managers to use in their work.
Community Partnerships and Collaboration	Presentations should include projects or programs that are enhanced by partnerships and collaboration and should be repeatable in jurisdictions throughout the state. Presentations should not include topics that are not relevant to Colorado.
Policy and Advocacy	Presentations should include emerging policies, programs, laws and regulations affecting emergency management, as well as recent advocacy topics or tools. Presentations should not include basic rules and regulations that can be easily understood by reading the policy or regulation. Presenters should be able to answer the question, "why do I care?"

Submission Requirements

NOTE: You must meet ALL requirements. Any missing items will disqualify the submission from the selection process.

Complete the online application by following this link: www.cemacolorado.com

Tips for Completing the Online Application

- Read all instructions carefully
- Complete all fields – incomplete applications will be disqualified
- Abstracts are limited to 1500 characters, not including spaces.
- Bios are limited to 1000 characters, not including spaces.
- Speaker introduction is limited to 500 characters not including spaces.
- Double check for typos before you submit – they will decrease your score
- Objectives and takeaways are not the same:
 - *Objective:*
Specific points the presenter will share during the session.
Example: The purpose and benefits of the National Weather Service StormReady Program.
 - *Takeaway:*
Concrete recommendations or suggestions participants can use in their jurisdictions.
Example: Attendees will know how their jurisdictions can apply for StormReady.

Scoring Applications

Applications are scored based on:

- A complete and accurate application – **INCOMPLETE SUBMISSIONS WILL BE DISQUALIFIED AND REMOVED FROM REVIEW**
- Quality of submitted presentation
- Speaker’s expertise, knowledge, and ability to challenge conference attendees
- Compelling presentation “story” that will engage the audience
- Topic and relevance to the conference / attendees
- New ideas and approaches
- Leading edge and topical subjects
- Practical advice for practitioners

Creating Effective Slide Presentations

- NO WALL OF TEXT, PLEASE!
- Limit the number of colors, patterns and graphics on one slide.
- Use simple charts and graphics rather than complex, cluttered ones.

Financial Support

CEMA offers a complimentary conference registration for one speaker per session. If you have more than one speaker for your session, please coordinate amongst yourselves to determine who will receive the complimentary registration.

We will provide the complimentary registration to the designated key contact for the session unless we are notified otherwise. Note that all speakers must register for the conference to receive admittance to the event. Please do not register for the conference until you have been notified of your speaking status.

CEMA will also provide complimentary hotel lodging for one night to the same speaker who is receiving the complimentary registration. This will be arranged directly by the conference committee, do not make lodging arrangements until you have been notified of your speaking status.

Non-Commercial Nature of Sessions

CEMA provides an opportunity for open dialogue and a creative exchange of ideas among participants. Speakers may not endorse brand names or specific products in their presentation. Under no circumstances may this platform be used as a place for direct promotion of a speaker's product or service. Any presenter who violates this policy jeopardizes his or her opportunity to present at future Colorado Emergency Management conferences.

Contact Information

Speaker's Committee: 2019COEMConference@gmail.com.

**Thank you for your interest and support of the 2019 Colorado
Emergency Management Annual Conference!**