



**COLORADO**

Division of Homeland Security  
& Emergency Management

Department of Public Safety



# 2020 Colorado Emergency Management Conference

CEMA Presents:

## COEM Talks

## Speaker Submission Guidance

Submissions due by **August 30, 2019**

February 25-February 27, 2020

Embassy Suites by Hilton Loveland Hotel  
Conference Center & Spa

## Call for COEM Talks Presentations

Over the last few years, leadership has become a guiding principle for the annual Colorado Emergency Management Conference. The speaker committee would like to take this to the next level by providing an opportunity for local emergency managers to speak during one of the plenary sessions.

### Session Style

The COEM Talks are modeled on the well-known TED™ Talk format and are a new way to communicate thoughtful leadership in emergency management. Each speaker will be given seven (7) minutes to speak in a plenary session on a topic of their choice. The topic should tie back to the conference theme.

### Conference Theme

“One Colorado: Preparing for Colorado Challenges”

**All selected COEM Talks speakers will receive a one-day complimentary registration and one night of hotel accommodation at the Conference.**

### COEM Talks Presentation Guidelines

- Each talk is limited to seven (7) minutes.
- The Talks should convey your ideas and passions, not simply be another lecture on emergency management.
- Slides and embedded videos are permitted; however, the Talk, rather than the slides or video, should convey the speaker’s passion or idea(s).
- Slide decks should support the material presented and not include speaker introductions or concluding slides with contact information. The Moderator will do introductions.
- Slides should be visual, well designed, and have minimal or no words. If speakers wish to offer additional written material, they are encouraged to do so in the form of handouts that can also be submitted online and will be made available to the conference attendees.

### COEM Talks Presentation Resource

Here is a suggested resource on developing effective Talks:

[Ted Talks Storytelling Techniques: How to Deliver a Great TED Talk](#)

### Speaker Benefits

- The best 6-8 speaker submissions will be selected to present their Talk during a 90-minute plenary session.
- Selected COEM Talks speakers will present on the plenary stage on **Wednesday, February 26, 2020**.
- Speakers will receive certificates of participation that document credit towards the CEMA and IAEM Certification Programs under the Professional Contribution Category for Speaking.
- The plenary session room will be provided with a laptop, microphone, screen and projector.

- If a slide presentation is provided by the speaker, it will be pre-loaded on the laptop in the plenary session room.
- A speaker representative from the Conference Committee will assist each speaker as they develop their Talk.
- The moderator will introduce each speaker and will identify their background and organization where they work. In addition, the moderator will handle all on-site logistical needs for speakers.
- A speaker preparation room will be available **Tuesday, February 25, 2020**.

### Speaker Responsibilities

- Review the provided COEM Talks Speaker Guidance.
- Submit the final visual presentation by **December 31, 2019**.
- Bring to the conference any visual materials or slide presentation in final viewing format on a USB flash drive to serve as a back-up.
- Attend the mandatory practice session on **Tuesday, February 25, 2020** for approximately 60 minutes.
- Register for conference and reserve hotel accommodations.
- No substitutions of the speaker or topic are permitted.
- Talks are limited to seven minutes. Watch the timekeeper for the one-minute warning. Absolutely no commercials! The moderator will introduce all speakers and will describe their background and organization.

### Speaker Coaching Assistance

Each speaker will be given a coach to assist with the COEM Talks Speaker Requirements, speaking tips and the practice session. If you have questions about developing your submission and would like individualized assistance, contact Michelle Deland, [mdeland@ncrhcc.org](mailto:mdeland@ncrhcc.org), or Ashlee Delventhal, [Ashlee.Delventhal@flydenver.com](mailto:Ashlee.Delventhal@flydenver.com).

### Submission Requirements

NOTE: Submissions must meet ALL requirements. Any missing items will disqualify the submission from the selection process. If your pdf is large, please consider compressing your files at <http://smallpdf.com>.

- 1. Submit all materials to [EMConference.CO@gmail.com](mailto:EMConference.CO@gmail.com)**  
Do not complete the online speaker application for regular speaking sessions as this session is managed differently.
- 2. In the email, please include the following information:**
  - Submit an abstract of 500 words or less describing your topic and key points
  - Submit a bio of 500 words or less
  - Submit a previous presentation you have given at a conference or speaking engagement. If you do not have a previous presentation, please provide an example of your visual presentation

## Scoring Applications

### Applications are scored based on:

- A complete and accurate application
- 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

## 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.

## Important Dates

<b>Call for COEM Talks Presentations Opens</b>	<b>July 3, 2019</b>
<b>COEM Talks Proposal Deadline</b>	<b>August 30, 2019</b>
<b>Notification of Speaker Selections</b>	<b>October 1, 2019</b>
<b>Speakers Confirm Intent to Speak</b>	<b>October 31, 2019</b>
<b>Speakers Complete Conference Registration</b>	<b>December 31, 2019</b>
<b>Final Visual Presentation Materials Submitted</b>	<b>January 31, 2020</b>
<b>Mandatory Practice Session</b>	<b>February 25, 2020</b>
<b>Onsite arrival time prior to Talk in plenary session room</b>	<b>30 minutes prior to start of session on February 26, 2020</b>

## Contact Information

**COEM Talks Facilitation:** Contact Michelle Deland, [mdeland@ncrhcc.org](mailto:mdeland@ncrhcc.org), or Ashlee Delventhal, [Ashlee.Delventhal@flydenver.com](mailto:Ashlee.Delventhal@flydenver.com).

**Thank you for your interest and support of the 2020 Colorado  
Emergency Management Annual Conference!**