2021 NPGA Expo
Call for Presentations

The National Propane Gas Association (NPGA) is accepting education session proposals for the 2021 NPGA Southeastern Convention & International Propane Expo taking place Saturday, April 10 – Monday, April 12, 2021 in Atlanta, GA.

Submission Deadline
Proposal submissions must be received in the NPGA office by Friday, June 12, 2020. Submissions received after the deadline will not be considered.

Submission Requirements
Please complete the attached Session Submission Form and submit one Adobe PDF or Word Document with all required attachments: a session outline, session description and speaker credentials. Incomplete submissions will not be considered. Submissions must be original sessions; not previously presented at other propane industry events. Individuals may not appear on more than two proposals, either as the primary speaker or co-presenter. Speakers may not use the session for company sales pitch, self-promotion or criticism of competitors.

Session Scheduling
Sessions will be scheduled throughout the 2021 NPGA Southeastern Convention & International Propane Expo Saturday, April 10 through Monday, April 12. Please do not submit a proposal unless the primary speaker and all co-presenters are available to present the session on the aforementioned dates.

Presentation Materials
Speakers are required to provide a PowerPoint in NPGA Expo branded slides in advance for NPGA to ensure you have everything setup for success. The deadline for presentations will be approximately one month prior to Expo. Speaker(s) authorize NPGA to reproduce presentation materials for distribution and post materials online for download.

Audio-Visual Requirements
NPGA provides basic AV equipment to support presentations, including microphones, projectors and screens. Additional equipment is subject to approval by NPGA and specialty requirements may be arranged at the speaker’s expense.

Expenses
NPGA offers speakers national recognition at a major industry event and the opportunity to share ideas and concerns with professional peers and colleagues. NPGA does not pay a speaker honorarium. Speakers are responsible for their own expenses. NPGA offers one complimentary full-conference registration per titled program to the primary contact for the session. Transfer of the complimentary registration is not permitted. Additional co-presenters are required to register if they attend the 2021 NPGA Southeastern Convention & International Propane Expo.

Selection and Notification
Presentation submissions will be reviewed for consideration by the NPGA Conventions Committee. The selection process is based on the session’s relevance to the propane industry and the speaker’s knowledge, experience, and qualifications. Speakers will receive notification of acceptance no later than September 1, 2020.

Questions
Contact the NPGA Meetings Department with any questions regarding session submissions at meetings@npga.org.
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Session Submission Form

Speaker Contact Information (lead speaker responsible for organizing session)

First Name ___________________________________ Last Name ___________________________________
Title or Position __________________________________________
Organization ________________________________________________
Email ______________________________________________________
Signature ________________________________________________

Applicant acknowledges review of guidelines and agrees to comply with all terms.

Please indicate if you have spoken at a previous NPGA meeting: ☐ Yes ☐ No

Session Tracks (please select one track that best categorizes your session):

- Business Operations
- Sales & Marketing
- Propane Applications
- Supply & Distribution
- Safety & Standards
- Other ____________________________

Targeted Audience (please select the audience your session will address):

- General Manager/Owner
- Mid-Level Management
- Operations/Technicians

Session Time (please select the appropriate length for your session):

- 75-minute Session
- 60-minute Session
- 45-minute Fast-Track

Additional Requirements:
Session proposals must include the following attachments. Incomplete proposals will not be considered.

- Session Description: Attach a three to five sentence description (limit 75 words) and title that summarizes the session. The description should be clear, concise and interesting. The description will be published in the conference brochure and is subject to editing by NPGA.
- Session Outline: Attach a one-page summary of your presentation, including: session purpose and objectives; intended learning outcome; and relevance to the propane industry.
- Speaker Credentials: Attach a brief bio, including qualifications for speaking on the session topic. Attach a bio and full contact information for each co-presenter.

Please Submit Proposal by Friday, June 12, 2020 to meetings@npga.org