



2022 NPGA EXPO CALL FOR PRESENTATIONS

The National Propane Gas Association (NPGA) is accepting education session proposals for the **2022 NPGA Southeastern Convention & International Propane Expo** taking place Sunday, April 24 – Tuesday, April 26, 2022 in Nashville, Tennessee.

Submission Deadline

Proposal submissions must be received in the NPGA office by Friday, May 14, 2021. ***Submissions received after May 14, 2021 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. Please ensure the ability to copy/paste if sending a PDF. 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 **2022 NPGA Southeastern Convention & International Propane Expo** from Sunday, April 24 through Tuesday, April 26. Please do not submit a proposal unless the primary speaker and all co-presenters are available to present in person for the session on the aforementioned dates.

Presentation Materials

Speakers are required to provide presentation materials in advance for NPGA to reproduce handouts for distribution on-site. The submission deadline for presentation handout materials will be mid-March 2022. Speaker authorizes NPGA to reproduce presentation materials for distribution and post materials online for download.

Audio-Visual Requirements

NPGA provides basic audio-visual 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 speakers' 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 **2022 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 2, 2021.

Questions

Contact the NPGA Meetings Department with any questions regarding session submissions. Phone 202-466-7200 or email 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, May 14, 2021 to meetings@npga.org