



## 2023 NPGA EXPO CALL FOR PRESENTATIONS

The National Propane Gas Association (NPGA) is accepting education session proposals for the **2023 NPGA Southeastern Convention & International Propane Expo™** taking place Sunday, April 23 – Tuesday, April 25, 2023 in Nashville, Tennessee.

### Submission Deadline

Proposal submissions must be received by Friday, May 20, 2022. ***Submissions received after May 20, 2022 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 (no more than a 150-word short bio and a vertical 100 x 125 headshot for all speakers). 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 2023 NPGA Southeastern Convention & International Propane Expo™ from Sunday, April 23 through Tuesday, April 25. 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 have the option to provide a PowerPoint in advance for NPGA to project on their screen, and must use NPGA's custom slide template. The submission deadline for the presentation will be mid-March 2023.

### 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 a complimentary one-day registration on the day of their session, if they are not attending any other part of Expo. Transfer of the complimentary registration is not permitted. All speakers are required to register if they attend the 2023 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 9, 2022.

### Questions

Contact the NPGA Meetings Department with any questions regarding session submissions. Phone 202-466-7200 or email [meetings@npga.org](mailto: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 of not more than 150 words and qualifications for speaking on the session topic for each individual. Also attach a vertical 100 x 125 head shot (for marketing purposes only) and full contact information for each speaker.

**Please submit proposal by Friday, May 20, 2022 to [meetings@npga.org](mailto:meetings@npga.org)**