

# Ohio Brownfield Conference 2014 Submission Guidelines

## The Call for Presentations requests the following information:

1. A title and description of the presentation (one to two paragraphs, limit 1,500 characters). As well, you will be asked to provide a sentence or two summarizing what the audience can be expected to take away from the presentation.
2. The appropriate track for your presentation, either Technical (e.g. remediation technologies, technical case studies, environmental modeling) or Non-Technical Track (e.g. financial incentives, general case studies, environmental insurance, green development).
3. Which of the following topic area(s) your talk falls under. If you feel your talk does not fit into one of these topic areas, please also note so on the application form.

Finance and Financial Incentives (including Environmental Insurance)  
Community and Economic Development  
Deconstruction Practices  
Environmental Assessment and Cleanup  
Green Remediation, Green Development, Sustainability  
Public Policy, Law and Regulation  
Redevelopment  
Public Health  
Urban Agriculture  
Other

4. The level of understanding of brownfields (basic, intermediate, or advanced) your presentation is geared towards.
5. The format for your presentation. Whether your presentation is a panel, individual (including tag-team approach), round table presentation, training or lecture, demonstration, or poster session.
6. Length of the presentation. If your presentation can be adapted for several lengths, please choose both lengths.
7. Names, titles, and contact information for every speaker.
8. Your audio/visual needs. Please note if easels for writing or other A/V aids are needed. All breakout rooms for the conference will be equipped with a laptop/projector. Please note if internet access is required. A wireless microphone will also be available in all rooms. Due to the logistics of the Convention Center setup, presenters **MUST** use the laptop/projector system that is set up in each breakout room and **MAY NOT** plug in their own laptop to the projection system.

## Important Dates:

The Ohio Brownfield 2014 Call for Presentation Form must be submitted no later than the close of business on **November 15, 2013**.

You will be notified by the end of **January, 2014** if your presentation has been accepted for the Conference agenda.

If your presentation is selected, you will be expected to e-mail us your PowerPoint (or other presentation materials) no later than **March 21, 2014**. (If updates to the presentation are made after the due date, those updates may be brought for your presentation provided they are saved on a thumb drive. NO CDs - not all laptops being used will have CD drives).