



10th ANNUAL ALBERTA HEALTH & SAFETY CONFERENCE AND TRADE FAIR
October 24 to 26, 2011 – BMO Centre
Calgary, Alberta

Call for Speakers & Presenters

The Health & Safety Conference Society of Alberta invites those interested in presenting at the 2011 Alberta Health & Safety Conference and Trade Fair to submit a proposal to speak for review by the Conference Steering Committee. The theme for the 2011 Conference has not yet been set, but will be updated on our website in late 2010. The 2011 event will provide a forum for attendees to enrich their knowledge in the Health & Safety field. Topics in the following areas are suggested:

- Emerging Technologies & their Impact on the Workplace
- Communication / Stress Management
- Associations Working Together
- Mentorship
- Hazardous Material
- Best Practices
- Breaking Down Barriers

The Steering Committee will be looking for advanced, technical oriented and practical presentations.

Details & Policy

Presentation Description: Submit a description of your presentation in sufficient detail to evaluate the content and provide an assessment of the level of interest for attendees. Session levels are evaluated with respect to attendees as follows: Basic: 2 to 5 years experience, Intermediate: 6 to 10 years, Advanced: 10 plus years experience, Executive or Executive Level material.

Biographical Data & References: Include name, address, education, current position, certifications, designations, qualifications and relevant speaking experience for each speaker. Provide a representative list of recent speaking presentations, including previous Society events. List contact information (work phone number) for 3 references. List noteworthy articles and publications from the last five years. Biographical and reference information should not exceed five pages. Speaker must also provide a 50-word summary biography. If your presentation is selected, this biography will be used in our conference brochures and/or official programs as well as for introductions made within the sessions.

Multiple submissions: No more than four proposals from one speaker are recommended, however the planning committee will choose only one session per speaker.

Length of Presentation: Each conference session will last for a maximum of 60 minutes including time for questions.

Brochure and Conference Program Description: Speaker must provide a 50-word description of your presentation. If your presentation is selected, this description will be used in our conference brochures and/or official programs and may be edited.

Presentation CD: Speakers may submit their full presentation to the conference committee no later than September 14, 2011 for inclusion on a CD or Jumpstick that will be provided to conference attendees after the event. In the interest of conserving paper, no handouts will be made available to attendees.

Honoraria: Individual speakers will receive a complimentary one-day conference registration for the day in which the speaker makes the presentation. Travel, lodging, and meal expenses are the responsibility of the speaker and/or the member group that hosts their session and must be pre-arranged in writing.

Selection of Speaker & Presentation: the Society's member group hosting the session(s) in question will determine the selection of speaker(s) and presentation(s). **Speakers may not use these sessions to sell a product or service; they must be educational in nature.**

TO SUBMIT A PROPOSAL:

1. Complete the application form.
2. Provide details of the presentation. Maximum length is 3 pages. Do not submit PowerPoint presentations, CD-ROMs, disks, brochures or promotional material at this time.
3. Provide biographical data and references for each speaker. Photo is also recommended. Maximum length is five pages.
4. A maximum 50-word description of the presentation must be provided to be used in promotional material if your presentation is selected.

Incomplete submissions will **NOT** be considered.

Your proposal package must be received by
February 18, 2011