

**2018 Virginia Fire and Rescue Conference**  
**Sponsored by the Virginia Fire Chiefs Association**

**SPEAKER PRESENTATION INFORMATION FOR CONFERENCE PROPOSAL**  
**DUE DATE: JUNE 10, 2017**

This correspondence is to serve as an official "call for presentations" for the Virginia Fire Chief Association's (VFCA) 2018 Virginia Fire and Rescue Conference which will be held on February 21-25, 2018 at the Virginia Beach Convention Center. Presentation subject matter can include, but is not limited to: strategy and tactics; leadership; management; safety and health; hazmat; emergency management; EMS; ICS; HOT Classes; new initiatives/concepts/trends; case studies; etc. Programs offering state or national certifications and EMS CEUs are also highly desirable. Potential speakers are encouraged to submit more than one proposal.

Listed below are the proposal requirements to be considered as a speaker in our program. All submissions must be typed as a WORD document with the following information provided, and must include the Personal Data Sheet. Please submit as a WORD document and not in PDF. If you are planning to co-present with one other person; please list their name and information on a separate personal data sheet.

NAME: \_\_\_\_\_ TITLE/RANK: \_\_\_\_\_

DEPARTMENT/ORGANIZATION/AFFILIATION: \_\_\_\_\_

1. Title of Presentation/Program (12 Words Maximum):
2. Brief Description of Presentation/Program (1000 Word Maximum/Use Additional Sheet):
3. Detailed Description of Presentation/Program (Use Additional Sheet):
4. Presentation/Program Length (Available Options: please indicate which fits your class):
  - 1 to 1.5 hour General Session (Sunday; February 25 AM Session)
  - 1.5 hour Program (Saturday Afternoon; February 24; delivered twice)
  - 2.0 hour Program (Saturday Morning; February 24; 10 AM to Noon)
  - 2.0 hour Program (Wednesday, Thursday , Friday; February 21, 22 or 23 AM and/or PM sessions)
  - 4.0 hour Program (Wednesday, Thursday , Friday; February 21, 22 or 23 AM and/or PM sessions)
  - 4.0 hour HOT Program (Saturday; February 24; AM or PM Session)
  - 4.0 hour HOT Program (Sunday; February 25 AM or PM Session)
  - 8.0 hour HOT Program (Wednesday thru Sunday; February 21-25)
  - 8.0 hour Program (Wednesday, Thursday, Friday; February 21, 22 or 23)
  - 12.00 hour Program (Wednesday and Thursday; February 21 and 22)
  - 12.00 hour Program (Thursday and Friday; February 22 and 23)
  - 16.0 hour Program (Wednesday and Thursday; February 21 and 22)
  - 16.0 hour Program (Thursday and Friday; February 22 and 23)

**Additional Items to Include in your proposal:**

1. Biography (1000 Words or Less IN WORD; NO PDF VERSIONS)
2. High Resolution Picture of Yourself
3. Master Copy of Handout Material or PowerPoint Slides (If available)
4. AV Needs: Projector\_\_\_ Microphone\_\_\_ VCR/DVD\_\_\_ Sound System \_\_\_Speakers\_\_\_
5. Classroom Needs: Markers \_\_\_\_\_ Flip Charts\_\_\_\_\_ White Boards\_\_\_\_\_
6. Will you be using your own laptop computer? Yes\_\_\_ No\_\_\_ If yes, what type? \_\_\_\_\_
7. Will you need internet access for your program? Yes\_\_\_ No\_\_\_
8. Other Special Requests:\_\_\_\_\_

Typically, the VFCA will cover lodging and travel if necessary; and provide a full conference registration to chosen presenters. Hotel stay will be provided for one night prior to OR for the evening of the presentation and will be charged to the VFCA Master Bill. Special lodging requests may be considered on a case-by-case basis. Required honorariums and fees, and travel expenses will be reviewed on a case-by-case basis, subject to negotiations with a VFCA representative.

Since this conference is the VFCA's major source of annual revenue, any expenses that you or your organization can "absorb" related to your presentation would be greatly appreciated. As a member of the nation's fire service, this is a great opportunity to "pass along" your knowledge and expertise to the future leaders of the fire service.

If you are interested in this opportunity, please send your proposal to: Nick Caputo at [njcaputo@aol.com](mailto:njcaputo@aol.com) AND Jack Crandell at [jhcrande@vbgov.com](mailto:jhcrande@vbgov.com). If you have any questions or concerns, please call Nick at 814.404.3282. We look forward to hearing from you. Thanks in advance for your desire to present at the Virginia Fire and Rescue Conference.

Sincerely,



**Nick Caputo**  
VFCA Chairperson  
Professional Development Committee

**PERSONAL DATA SHEET**

Name: \_\_\_\_\_ Rank/Title: \_\_\_\_\_

Department/Organization/Affiliation: \_\_\_\_\_

Best Mailing Address: \_\_\_\_\_ Home Work (Circle)

\_\_\_\_\_

Best Phone Number to Reach You: \_\_\_\_\_ Cell Office Home (Circle)

Best Email Address to Reach You: \_\_\_\_\_ Personal Work (Circle)

Medical or Food Allergies: \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_

Required Honorarium/Fee: \_\_\_\_\_

Other Required Fees/Expenses/Reimbursements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

VFCA Member: Yes \_\_\_ No \_\_\_

Preferred Method of Travel to Conference:

\*Department/Agency Issued Vehicle \_\_\_\_\_

\*POV \_\_\_\_\_

\*AIR \_\_\_\_\_

Preferred Lodging Needs: King \_\_\_\_\_

Queen \_\_\_\_\_

Double \_\_\_\_\_

Handicap Accessible \_\_\_\_\_

Non-Smoking \_\_\_\_\_ Smoking \_\_\_\_\_

If Co-Presenting, please list name of Co-Presenter: \_\_\_\_\_

**IMPORTANT NOTE: ONLY 1 INSTRUCTOR WILL BE APPROVED AND REIMBURSED FOR PRESENTATIONS OF 2 HOURS OR LESS. ONLY 2 INSTRUCTORS WILL BE APPROVED AND REIMBURSED FOR ALL OTHER CLASSES, WITH THE POTENTIAL EXCEPTIONS OF H.O.T CLASSES. OTHER EXCEPTIONS WILL BE HANDLED ON A CASE-BY-CASE BASIS.**