



**2017 Virginia Fire and Rescue Conference  
Sponsored by the Virginia Fire Chiefs Association**

**"CALL FOR PRESENTATIONS"  
DUE DATE: JUNE 10, 2016**

Thank you for your interest in being a speaker at the 2017 Virginia Fire and Rescue Conference. This correspondence is to serve as an official "call for presentations" for the Virginia Fire Chief Association's (VFCA) 2017 Fire and Rescue Conference which will be held on February 22-26, 2017 at the Virginia Beach Convention Center. Presentation subject matter can include, but is not limited to: strategy and tactics; leadership; management; volunteer management, leadership and recruitment and retention; safety and health; hazmat; 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 requirements to be considered as a speaker in our program. All submissions must be typed as a WORD document attachment with the following information provided. 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):
  - 1.0 to 1.5 hour General Session (Sunday; February 26 AM Session)
  - 1.5 hour Program (Saturday Afternoon; February 25; delivered twice)
  - 2.0 hour Program (Saturday Morning; February 25; 10 AM to Noon)
  - 2.0 hour Program (Wednesday, Thursday , Friday; February 22, 23 or 24 AM and/or PM sessions)
  - 4.0 hour Program (Wednesday, Thursday , Friday; February 22, 23 or 24, AM and/or PM sessions)
  - 4.0 hour HOT Program (Saturday; February 25; PM Session)
  - 4.0 hour HOT Program (Sunday; February 26 AM or PM Session)
  - 8.0 hour HOT Program (Thursday, Friday, Sunday; February 23, 24 or 26)
  - 8.0 hour Program (Wednesday, Thursday, Friday; February 22, 23 or 24)
  - 16.0 hour Program (Wednesday and Thursday; February 22 and 23)
  - 16.0 hour Program (Thursday and Friday; February 23 and 24)

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

1. Biography (1000 Words or Less)
2. High Resolution Picture of Yourself
3. Master Copy of Handout Material or PowerPoint Slides (If available)
4. AV Needs: Projector\_\_\_ Microphone\_\_\_ VCR/DVD\_\_\_ Computer 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. Required honorariums and fees, lodging 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 [nicaputo@aol.com](mailto:nicaputo@aol.com) or at 277 Meadow Flower Circle, Bellefonte, PA 16823. If you have any questions or concerns, please call me 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: \_\_\_\_\_