



Program Proposal

(IMPORTANT: Please read the Specialty Conference Guidance before completing this form)

Date Submitted _____

Conference Overview

Check one: Specialty Conference/Symposia _____ Workshop/Seminar _____

Proposed title: _____

Reason or need for this program: _____

Anticipated attendance: _____ Suggested location: _____

Suggested dates, with preferred days of the week:
 (Conferences are typically 2 ½ days while workshops are 1 ½ or 2 days in duration)

Is the timing tied to a specific regulatory event? _____

Do you know of possible conflicts with other programs on similar topics or dates?

Do you know of possible organizations that might sponsor programs on this or similar topics?

Target audience: _____

Groups or other organizations for potential marketing and if they will share membership emails addresses etc.

What is the current status of this program's development, in percentages? _____%

Submitted by:

Name: _____ Title: _____

Affiliation: _____

Address: _____

E-mail & Phone#: _____

Member? (Check one) _____Yes _____No Member # _____

Technical Council Information

Sponsoring Committee(s)	Technical Council Coordinating Committee Representative	E-mail Address and Phone Number



Program Proposal – Continued

Conference Organization and Planning

Technical Program Chair(s):

Name: _____ Email & Phone: _____

Name: _____ Email & Phone: _____

List Program Planning Committee Members:

Name: _____ Email & Phone: _____

Name: _____ Email & Phone: _____

Name: _____ Email & Phone: _____

General Program Chair:

Name: _____ Email & Phone: _____

Exhibition Liaison:

Name: _____ Email & Phone: _____

Marketing Liaison:

Name: _____ Email & Phone: _____

Specific Conference Information

What components do you anticipate the conference will include? (check all that apply)

- Call for Papers
 Concurrent Sessions (#____)
 Exhibition
 Technical Tour
 Paper Session(s)
 Poster Session(s)
 Panel Session(s)
 Plenary Session(s)
 Invited Speaker(s)
 Invited Keynote Speaker (Name: _____)
 Professional Development Course(s) (Suggested topics/instructors _____)
 _____)
 Other Technical Aspects _____
 Other Social or Logistical Aspects _____

Do you want to have the local section and/or chapter participate in the technical or general program? _____ (Yes/No)

- If yes, check all that apply:
 Suggest Sessions/Speakers
 Provide Suggested Exhibitor/Sponsors
 Participate on Program Planning Committee
 Participate on General Planning Committee
 Other _____

Proposed Session Titles and Chairs: (One session is approximately 6-8 papers depending upon time allotted. You do not have to have all the sessions or details listed below at this time.)

Title	Type of Session	Session Chair



Program Proposal – Continued

Specific Conference Information (Continued)

Presenters/experts that are available to be approached (Include as much information as available):

Please list potential financial sponsors and contacts: _____

Additional comments: _____

Contact Information

Please send this form to:

Carrie Hartz, Manager, Programs
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And copies to:

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