

2011 Maine Indoor Air Quality Conference

Wednesday, March 23, 2011 - Augusta Civic Center, Augusta, Maine
Hosted by the Maine Indoor Air Quality Council

Call for Speakers, Presentations & Poster Sessions

The Maine Indoor Air Quality Council invites those interested in presenting at its 2010 Maine IAQ Conference to submit a workshop or poster session presentation proposal for review by the MIAQC Conference Planning Committee. The Maine IAQ Conference is an annual event, and is the largest IAQ conference in northern New England. It draws diverse professionals throughout the region to share new and proven concepts for achieving safe and healthy indoor environments. The conference aims to improve professional skills and knowledge, explore the relationship between human health and indoor environments, highlight developments in Maine and throughout New England and the U.S., and provide opportunities for various professions to network and communicate.

Categories for 2010: The Conference Planning team is looking for proposals for workshops and poster sessions in the following general categories (other topics will be considered on a space-available basis.) With all topics, the focus should be on the indoor environment: commercial, residential or industrial.

- Building Design & Construction (including Green)
- Occupant Health/Medical Issues
- Facility Operations & Maintenance
- Energy Efficiency & Building Performance
- Investigations, Testing & Research
- Cleaning & Remediation

**→All applicants must submit the Application Form (on reverse),
as well as a narrative containing the following:**

Description of Presentation: Describe your presentation and state the learning objectives of the session. Identify at least three key concepts participants will learn by attending your session. Specify your intended audience, including the range of professions that would benefit from the presentation. Identify whether the session is designed for basic, intermediate, or advanced level audiences. Identify the source material for presentation: research data, standards, publications, white papers, professional experience. The presentation should not promote company products and services. (Maximum length for this section: 3 pages)

Biographical Summary: In addition to complete contact information (name, address, phone, e-mail) for each proposed speaker, please provide a summary of the professional background and experience of each speaker that are relevant to the proposed presentation. Include a list of recent speaking presentations and at least three presenter-related references (with contact information). (Maximum length for this section: 1 page)

Session Length: Presentations can be designed as workshops: 45, 60, 75 or 90 minutes in length or poster sessions. Please specify the length and format that best fits your proposal, and indicate how your session could be adapted if less/more time were available.

Honoraria: All presenters receive a complimentary registration to the conference, which includes all sessions, continental breakfast, lunch, afternoon break, and conference text. In-state travel, lodging and meal expenses are the responsibility of the speaker. Travel, lodging and meal expense requests for out-of-state presenters will be considered on a case-by-case basis. Please specify any special honoraria requirements.

Handouts: All presenters must submit handouts based on their presentation (such as a PowerPoint) and any supplementary resource material that would be valuable to conference attendees, such as checklists, articles (copyright permission must be obtained); bibliographies; web resources. Please summarize your written submissions. Note: preliminary deadline for submission of material will be **March 14, 2011**.

Deadline for Receipt of Presentation Proposals is: October 28, 2011

2011 MAINE IAQ CONFERENCE PRESENTATION APPLICATION FORM

APPLICANT CONTACT INFORMATION:

Name of Individual Submitting Proposal: _____
Company: _____
Address _____
City: _____ State _____ Zip _____
E-mail _____ Telephone _____ Fax _____

PRESENTATION INFORMATION:

Title of Presentation: _____

Primary Presenter(s) _____

Primary Topic /Category of Presentation:

- Building Design & Construction (including Green)
- Occupant Health/Medical Issues
- Energy Efficiency/Building Performance
- Facility Operations & Maintenance
- Investigations, Testing & Research
- Cleaning & Remediation
- Other (Please specify) _____

Brochure Description: Please describe your presentation and its primary learning objective in 50 words or less. _____

Presentation Format (check one):

- Individual Session (1-2 speakers) Group/Panel (3 or more speakers)

Presentation Method (check one):

- Lecture Case Study Poster Session Panel Discussion

Presentation Level (check one):

- Basic Intermediate Advanced

Presentation Length (check one):

- 45 minutes 60 minutes 75 minutes 90 minutes

Signature: _____ Date: _____



Return Form with Narrative to:
Christine G. Crocker, Executive Director
Maine Indoor Air Quality Council:
E: christy@maineindoorair.org
Submission Deadline: **October 28, 2011**
Questions? Call (207) 626-8115
www.maineindoorair.org