



Partnership for Safe Water, AWWA and PA-AWWA
Present

National Conference on Water System Optimization
A Conference devoted to the latest treatment plant
and distribution system optimization techniques

WORKSHOP REQUEST FORM

The information on this form **MUST** be completed in full for the program to be considered by the National Optimization Conference Committee for presentation at the 2010 National Conference for Water System Optimization, and for the workshop to be considered for receiving continuing education units (CEUs).

Please send this form to: Debby Qualls, AWWA at dqualls@awwa.org or Fax to: 303-794-6303. Deadline is: March 1, 2010.

Requests made after this date shall not be considered. Workshops are to be interactive and hands-on. They should not be designed as strictly lecture with question/answer time. Submitters should limit the number of scheduled presenters in order to provide time for the necessary interaction. Topics covered should be different than those scheduled during the professional sessions at the conference.

1. Title of Workshop: _____

2. Why is it important that a workshop on this topic be presented at the National Optimization Conference? How does it differ from professional session topics offered? _____

3. What audience will be attracted to this workshop?

4. Workshops must be interactive and hands-on. What activities and teaching methods will be used in the workshop? Workshops scheduled as lecture and question/answer only will not be considered.

- Large group interactive discussion
- Break out groups & report back
- Case study
- Other (Please identify): _____
- Individual exercise (students do alone)
- Lecture
- Questions & answers

5. Learning Objectives: What specific skills will attendees have after attending this workshop?

- 1. _____
- 2. _____
- 3. _____
- 4. _____

6. Please attach a detailed workshop program as well as the duration of the workshop (half-day workshop or shorter). Instructors' names, affiliations and contact information must be included. Any workshop should have presenters from different organizations providing various perspectives on the topic. Only workshop submittals that include this information will be considered. Half-day workshops are scheduled for three hours, either morning or afternoon with no lunch provided.

7. Workshops will be held at the Hershey Lodge. If off-site arrangements are needed please explain. It may be the responsibility of the submitting group to obtain off-site location if workshop is accepted.

8. Rooms will be set-up classroom style. If special arrangements are needed please list below.

9. If attendance at this workshop needs to be limited, briefly explain reason for limit and indicate maximum number of attendees that can be handled:

10. Audio/visual equipment needed:

- LCD Panel/Screen
- LCD Projector
- Laser Pointer
- Flipchart & Markers
- VCR/Monitor
- Other (specify): _____

11. Special equipment, facility or transportation needed (please be specific). Additional costs will be included in the workshop registration fee.

12. Workbooks are **required** for the workshops. It is the responsibility of the workshop coordinator/contact to submit the **COMPLETE** workbook to AWWA by the submittal deadline. If a completed workbook is not submitted to AWWA by the deadline, the workshop will be **cancelled** by the National Optimization Conference Planning Committee. Please list what the workbook will contain:

If this workshop is accepted for presentation, any audio/visual equipment, special equipment, or financial assistance not requested on this form will not be included in the workshop or will be the responsibility of the submitter.

13. Submitter Name: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

The contact listed below will be the single point of contact for AWWA staff. The contact person will be responsible for distributing information to the presenters. They will be responsible for submitting the required agenda, workshop materials, speaker list and completed copyright forms to AWWA staff by the set deadlines. AWWA staff will not contact individual presenters or sponsors of the workshops.

14. Contact Name: _____

Company: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____