# APA Federal Planning Division Fall Training Workshop

*“Infrastructure Forward”*

November 4, 2021

To be held virtually www.pl[anning.org/divisions/federal/workshop/training](http://www.planning.org/divisions/federal/workshop/training)

# Call for Session Proposals

Thank you for your interest in submitting a session proposal for the 2021 Federal Planning Division (FPD) Fall Training Workshop. This year’s workshop theme was selected to promote the role of federal agencies, and the Architecture and Engineering consulting community in shaping our nation’s critical infrastructure at the local, state, national and global scales.

There are four ways to be part of the Fall Training Workshop:

1. **Infrastructure Forward**-Present a 30-minute session on a federal planning topic, technology or tool related to the workshop theme. Engaging and interactive virtual formats are recommended (i.e. round table discussions, panels, break out groups, polls, gamification, virtual tours)

* Virtual, Autonomous, and Mobile (IOT, UAV)
* New Mobility and Transit Oriented Development
* Resiliency and Emergency Management
* Resource Conservation and Protection
* Cyber Security
* Encroachment

1. **Engagement Best Practices-**Session will feature 15-minute presentations on a variety of platforms and identify best practices of in-person, virtual and hybrid data collection and stakeholder engagement. The session will conclude with breakout group discussions to allow for further conversation about the session themes.
2. **Academic Research**-Present a 15-minute session on a specific federal research topic relating to the conference theme. Sessions highlight the work of students currently in undergraduate and graduate programs in architecture, engineering, planning, and resource management. Potential topics are listed in the bulleted list provided in A above.
3. **2020-2021 Ethics Cases of the Year Panelist-**APA has done the heavy lifting and developed the training content for the session on current ethics topics. Join a panel of six FPD volunteers to facilitate break out room discussions and quizzes on featured ethics cases.

In this packet, you will find tips for proposal submissions, selection criteria, and descriptions of the session tracks. Please contact [FPDProgramSubmittals@gmail.com](mailto:FPDProgramSubmittals@gmail.com) with submission-related questions.

# Tips for a Great Proposal

To ensure we have great content at the 2021 FPD Fall Training Workshop, the Workshop Committee encourages proposal submitters to adhere to the following guidelines:

* + The session proposal coordinator should coordinate permissions on content sharing for any federal projects or programs where FOUO standards or non-disclosure agreements apply.
  + Since client participation is an important part of a desirable proposal, all client participants must confirm participation in advance of submitting the proposal form.
  + Collaboration of multi-agency, multi-consultant teams in individual sessions is desirable to present specific topics in depth.
  + All fields should be completed.
  + If your session does not qualify for AICP CM credit, please explain why. *(Note: it is rare for a session to not qualify for AICP CM credits; please read the guidelines on pages 5 and 6 of this packet before confirming or denying that your session qualifies.)*
  + If you are presenting on a project completed by your agency or firm, please explain how lessons learned from the project are applicable to the federal planning industry.

# Selection Process

Submissions are due by October 1, 2021 to [FPDProgramSubmittals@gmail.com](mailto:FPDProgramSubmittals@gmail.com). Submissions will be reviewed by Workshop Committee members. The Workshop Committee will select sessions that best fit with the workshop theme and that represent wide-ranging topics and wide-ranging participation from agencies and the private sector. Proposal coordinators will be electronically notified of acceptance by October 16th, 2021.

Special consideration will be given to submissions that meet the following criteria:

1. Expand the knowledge base of the federal planning industry
2. Adhere to the workshop theme
3. Qualify for AICP CM credits (see pages 5 and 6)
4. Include multi-agency speakers or address issues that span the entire federal planning industry

# Proposal Coordinator Contact Information

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Organization |  |
| Cell Phone |  |
| Work Phone |  |
| E-mail |  |

**Additional Session Leaders/Speakers\***

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Credentials | Job Title\*\* | Organization | Email Address |
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\*Please check with your fellow speakers to ensure you have the correct information in this section.

\*\*Include their job title, *not* their position on a project.

**Session Type** (Please check one.)

|  |  |  |
| --- | --- | --- |
| ✔ | Type | Details |
|  | Infrastructure Forward | Interactive 30-minute session. |
|  | Engagement Best Practices | Timing of your individual presentation will range from 10-15 minutes. |
|  | Academic Research | Stand-alone 10-minute session with 5 minutes of Q&A at the end. |
|  | Ethics Cases of the Year Panelist | Be part of a panel that facilitates break out group discussions on 2020-2021 ethics cases of the year. |

**Presentation Title**

**Abstract**

Please describe the content you will cover and what attendees can expect to learn from your session. If you are presenting on a particular project, please include lessons learned that will apply to the broader planning industry.

Please include a description of any virtual tools you plan to use during your presentation. Limit your response to 300 words or fewer.

**AICP Justification**

This session meets AICP CM criteria (see page 6 for a list of the criteria, and this website for more information: <https://www.planning.org/cm/activities/eligibility/>) *(Note: it is rare for a session to not qualify for AICP CM credits; please read the guidelines on page 6 before confirming or denying that your session qualifies.)*

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This session will be open to all registered workshop attendees

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Please briefly explain how the topic meets or does not meet AICP CM criteria. See criteria on page 6.

# Acknowledgement

I understand the APA Criteria for Content and Delivery of CM Activities.

# Submission

Please submit session proposals no later than October 1, 2021 to [FPDProgramSubmittals@gmail.com](mailto:FPDProgramSubmittals@gmail.com).

# Criteria for the Content of AICP CM Activities

* The content of CM activities must be designed to meet a specific planning-related training objective.
* The content of CM activities must be designed to teach subject matter in appropriate depth and scope for the level of the typical AICP member, a practicing planner with at least two years of professional experience.
* The content of CM activities must be non-promotional in nature. Program content must be unbiased. An organization's services or products may be discussed prior to or after the completion of the CM credit portion of the activity.
* The content of CM activities must address demonstrated educational needs of AICP members.
* The content of CM activities must communicate a clearly identified educational purpose or objective.
* In order for CM activities to fulfill the Ethics requirement, providers must demonstrate that the content of the activity is related to the AICP Code of Ethics and Professional Conduct.
* In order for CM activities to fulfill the Law requirement, providers must demonstrate that the content of the activity is related to planning law. Such activities may include, but are not limited to, topics such as environmental law, land use law, redevelopment law, administrative law, and housing law.

# Criteria for the Delivery of AICP CM Activities

* CM activities must be led by one or more experts on the subject matter discussed during the activity. An expert is defined by APA as a professional who has made a contribution to the profession through practice, teaching, research or publications; completed works that proclaim individuality and mastery of the principles of planning taught; and whose work demonstrates outstanding quality and professionalism.
* CM activities must use learning methodologies and formats that are appropriate to the activity's educational purpose or objectives.
* The delivery of CM activities must involve the use of materials that do not include any proprietary information. Materials used during the CM credit portion of the activity must be solely for educational purposes.
* The delivery of CM activities must be timed in a manner that is consistent with the time for which the activity was registered.
* The delivery of CM activities must include an announcement in which AICP members are notified that their attendance is required for the duration of the activity in order to receive CM credit.