



WORKSHOP/SESSION REQUEST FORM

How to Submit:

- The information on these pages **MUST** be completed and all requested attachments submitted, in order for the program to be considered by the 2010 Sustainable Water Management Conference Planning Committee for presentation at next year's conference and for the session to be considered for receiving continuing education credit.
- When complete, please e-mail this form to Susan Gunzner at sgunzner@awwa.org. If you have questions, please contact her by e-mail or at 303.347.6210.

Important Note: You, as a session coordinators/moderator, are required to submit materials for the conference proceedings and continuing education approval with state agencies. This will include at least: session manuscripts, PowerPoint presentations, the agenda for the entire session and complete resumes for all presenters. (See attached checklist for due dates)

Deadline for Workshop/Sessions Submissions: October 26, 2009

Presentation Format: ☐ Sunday Full-Day Workshop (9 a.m.–5 p.m.)
☐ Sunday Half-Day Workshop (9 a.m.–12 noon or 2–5 p.m.)
☐ Technical Session (three-hour session)

Title of Workshop/Session:

Why is it important that a workshop on this topic be presented at Sustainable Water Management?

Audience(s): Who will benefit from attending?

- | | |
|--|--|
| ☐ Water Treatment Operators | ☐ Civic leaders in charge of Public Works |
| ☐ Distribution Operators | ☐ State and Federal Regulators |
| ☐ Water Utility Managers | ☐ Engineers |
| ☐ Water Treatment Supervisors | ☐ Utility accounting, budget or finance professionals |
| ☐ Distribution Supervisors | ☐ Utility board members |
| ☐ Wastewater Supervisors | ☐ Attorneys |
| ☐ Wastewater Utility Managers | ☐ Rate analysts or designers |
| ☐ Water Superintendents | ☐ Municipal or Regional Government Officials |
| ☐ Wastewater Superintendents | ☐ Capitol Budget Planners |
| ☐ Water Resources Professionals | ☐ Conservation Officers |
| ☐ Compensation Professionals | ☐ Consultants |
| ☐ Human Resources Professionals | ☐ Other (Please identify) _____ |

List the perspectives that will be represented (utility, public official, regulator, public affairs, etc.)

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

Special equipment, facility, or aids needed (please be specific and detail estimated costs of making them available in the workshop and attach a budget estimate, if available).

Will financial assistance for any workshop presenter(s) be needed? If so, please identify presenters, reason for support, and type and amount of support that will be requested.

Instructor(s): list instructor(s) or facilitator(s), and contact information (name, address, e-mail, phone, fax). **Attach a resume for all instructors with this document.**

What materials will be used by the instructors?

What materials will be provided to attendees? Please provide brief description of materials and approximate number of pages:

SUBMITTER INFORMATION

Submitter:

Submitter's AWWA Member No. (if a member):

Submitter's Title:

Submitter's Company:

Address:

City: State: ZIP/Postal Code:

Country:

Phone: Fax:

E-mail Address:

CHECKLIST

Be sure the following documents are attached to your session submission.

- ☐ Instructor Resumes
- ☐ Detailed Agenda

Be sure to submit the following documents on the dates listed below.

Session Manuscripts	Due Date: March 1, 2010
Power Point Presentations	Due Date: March 1, 2010