



STAIRBUILDERS AND MANUFACTURERS ASSOCIATION

Call for Presentations

If you would like to present at a Stairbuilders and Manufacturers Association (SMA) event please complete the form below and submit your proposal by email to SMA@stairways.org.

Proposals are reviewed and chosen by the SMA Education Committee based on educational content and relevance to the needs of the stair industry. Presentations must address skill, technology, process, or methodology contributing to the body of knowledge of professionals in the stair industry. Presentation sessions shall not sell or promote particular or proprietary products or services.

Presentation sessions with one or two presenters are limited to a 60-minute segment, followed by 15-minute question session. A 90-minute segment, followed by a 15-minute question session, is available to sessions with three presenters.

PRESENTATION INFORMATION

Topic:

Proposed Session Title:

Session Format: 60-minute session 90-minute session

Number of Presenters: 1 2 3 Is a Moderator Needed? Yes No

Session Synopsis for Publication:

Learning Objectives:

1.

2.

3.

4.



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Presenter's / Organizer's Information

Name:

Title:

Organization:

Phone Number:

Email Address:

Biography:

Facebook Handle:

LinkedIn Handle:

Website Address:

2nd Co-Presenter's Information

Name:

Title:

Organization:

Phone Number:

Email Address:

Biography:

Facebook Handle:

LinkedIn Handle:

Website Address:



STAIRBUILDERS AND MANUFACTURERS ASSOCIATION

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3rd Co-Presenter's Information

Name:

Title:

Organization:

Phone Number:

Email Address:

Biography:

Facebook Handle:

LinkedIn Handle:

Website Address:

Terms and Conditions

Submission and Acceptance: Submission of a proposal does not guarantee acceptance. If your submission is not accepted, the Education Committee can qualify their decision to enable resubmission if deemed appropriate. Program Organizers are notified by email of acceptance and due dates for the draft and final presentation submissions. Failure to submit on time may result in immediate cancellation. Speaker substitutions must be presented by the Program Organizer and be pre-approved by the SMA.

Program Materials: Program Organizers are responsible for compiling and submitting drafts and presentation materials using the official SMA PowerPoint and Handout templates. Programs with multiple speakers must submit their materials through their Program Organizers. The SMA must retain a complete set of materials for 3 years. The speaker retains the full right to use the presentation material. Attendees will receive an electronic format of presentations and handouts.

Recording of Programs: The SMA extends education beyond the classroom setting. Speakers grant the SMA an unlimited, permanent, nonexclusive license, under which the SMA may film, tape, transcribe, otherwise record or quote from the presentation materials, may create derivative works, may publish them in any format, including print, electronic, or other known or unknown formats. Speakers understand that this license does not transfer ownership to the SMA and does not prohibit the speaker from using their material in the future, in the speaker's professional or personal work. Content considered proprietary information should be omitted from the presentation.

Speaker Benefits: Speakers are responsible for their expenses and registration. Speakers are not paid for Program Events. Speakers are sent copies of attendee evaluations upon request.