

Call for Programs

Submission process is open through April 27, 2012.

RMA invites you to submit a program presenting solutions for improvement, sharing of best practices, or innovative approaches relevant to facilities professionals throughout the educational community. The 2012 Rocky Mountain (RMA) Annual Meeting offers an opportunity for you to be part of the outstanding professional development offering to participate in discussions, and share effective strategies to the many challenges facing facilities professionals.

Proposals will be selected to provide a program that offers innovative, comprehensive and diverse treatment of issues facing facilities professionals throughout the educational community - colleges & universities, community colleges, and K-12. Topic areas we are looking to have addressed will pertain to the overall theme of "Managing in Difficult Times" and they are:

- Energy
- Finance
- Leadership
- Organizational Effectiveness
- Planning and Budgeting
- Security/Emergency preparedness
- Technology
- Specific and varied needs of Buildings/Grounds/ and Custodial departments

Some suggested topics might be: Roofing, playground surfaces, project managers +/-, controlled environments, safety, CMMS's, Xeroscape, seal coating, cultural practices, staffing levels vs. equipment levels, underground water systems, collection and use of storm water and/or gray water, hiring practices, technology it's place and impact.

Proposals are being accepted for 60-minute concurrent sessions. Programming will occur Tuesday, September 16, 2012 through Thursday, September 19, 2012. Two to three educational sessions will run concurrently in two to three time slots per day.

Guidelines for Submissions

Selected speakers are responsible for all expenses incurred in conjunction with the 2012 Rocky Mountain (RMA) Annual including registration, housing and travel.

Each proposal must have at least one presenter from an RMA member institution. Any proposal that does not include a presenter from an RMA member institution will be considered incomplete.

Proposals may be submitted at any time until Friday, April 27, 2012 - 11:59 p.m. MT.

Incomplete proposals will be rejected after Friday, April 27, 2012 - 11:59 p.m. MT. Incomplete proposals include submissions that do not include speakers with full contact information.

Submission of a presentation does not guarantee participation in the program.

Do not submit proposals unless each presenter is available to appear on any day of the regional meeting. Accepted proposals will not be assigned a specific speaking date and time until 2 months prior to the regional meeting.

Do not list co-presenters without definite commitment that the co-presenter will be on the program. The co-presenter(s) must agree to all the terms and conditions for participation.

Accepted presentations will be notified by June 1, 2012.

All speakers must register for the meeting, and are responsible for the cost of their registration.

Speakers must complete an acceptance form in order to be confirmed for a session. All speakers will receive an official confirmation letter.

RMA reserves the right to revise presentation titles, reassign the identified topic area, or edit the session description of selected presentations for RMA promotional and program publications.

Some key considerations as you prepare your proposal:

- Submission of program abstract with title in a format of 5-7 sentence description;
- Submission of 3 learning outcomes;
- Submission of complete contact information to include full name, title, institution or company, phone and email address; and
- Submissions from business partners should include a partnering with an educational entity.

To make a submission, email lcook@caspercollege.edu

For additional information contact:

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