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## CALL FOR PRESENTATIONS



Friday and Saturday  
September 9-10, 2011

The 2011 Central Illinois Green Expo (CIGE) welcomes proposals for presentations led by experts from academic institutions, government agencies, research labs, private businesses, and non-profits. Topics should be engaging and informative and not “sales pitches.” Preference will be given to proposals that make a direct connection to this year’s theme, *Building Sustainable Communities*. Topics may be geared towards a professional-level audience, general audience, or both.

The CIGE benefits the region by providing residents, businesses and organizations with valuable information about energy efficiency, renewable energy, and sustainable living. This 2-day event, held at the Illinois Central College East Peoria Campus, features exhibitors, workshops, presentations, and family activities.

**Please complete the attached proposal and submit to CIGE by July 1, 2011 for consideration.** Please note that CIGE does not pay honoraria or travel expenses. For more information about presentations, please contact Anthony Corso at 309.694.8444.

### PRESENTATION DETAILS

- Presentation session time slots will be 60 minutes in duration and 5 sessions will be scheduled each day of the event. Special space and equipment needs or other accommodations for presentations must be arranged with event coordinators prior to the event.
- Computers (PCs), projection screens and LCD projectors will be provided for PowerPoint presentations, however, presenters using other presentation software or MAC-based programs should bring their own laptops. It is recommended that presenters bring a back-up copy of their presentation on CD or USB Flash Drive (CIGE will have a back-up PC laptop on hand in case of equipment failure).
- One 8’ table will be provided at the front of each presentation area.
- Flipchart paper and markers are available upon request.
- Presenters should allow time at the end of the presentation for questions.
- Out of respect for other presenters and in order to keep on schedule for the public, presenters should keep their presentations within the allotted time scheduled.
- Presenters should arrive at least 15 minutes prior to their scheduled presentation time.
- Because participants do not pre-register for presentations, it is difficult to know how many will attend each presentation. Presenters who wish to hand out materials should plan on bringing at least 50 copies. To ‘green’ the event, presenters can instead refer participants to their own websites for more information or can provide an e-mail address for presentation or material requests.
- Limited food service will be available throughout the 2-day event.
- Presenters agree to accept full liability for any damages to workshop equipment and materials; for any injuries incurred by presenters at the event; for any damages to the event facility; or for any damage to vehicles in the event parking lot.

# PRESENTATION PROPOSAL



Friday and Saturday  
September 9-10, 2011

Please complete the following proposal and submit to CIGE by **July 1, 2011** for consideration. Presentation sessions will be 60 minutes and should include time for question and answer. Please note that CIGE is not able to pay honoraria or travel expenses to any presenter. If you have questions, please contact Anthony Corso at 309.694.8444. Thank you for your interest in presenting at CIGE.

Presenter Name and Title		
Contact Name (if Different from Presenter)		
Co-Presenter(s) and Title(s)		
Business or Organization		
Address		
City	State	Zip
Phone	Fax	
E-mail		
Web URL		
Description or outline of presentation:		
Title of presentation:		
Intended audience for your presentation (general or professional):		
Will you use a PowerPoint Presentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you need electricity (other than for PowerPoint)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you need flipchart paper and markers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to give your presentation / workshop on both days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you also interested in participating in CIGE as an exhibitor and/or sponsor?	<input type="checkbox"/> Exhibitor	<input type="checkbox"/> Sponsor

**Submit proposal to:**

**By Mail:** CIGE c/o Anthony Corso  
Illinois Central College  
AIT Room 210  
1 College Drive  
East Peoria IL 61635

**By E-mail:** [info@cigreenexpo.org](mailto:info@cigreenexpo.org)

**By Fax:** 309.694.5799