
CALL FOR PRESENTATIONS AND WORKSHOPS



Friday and Saturday
September 10-11, 2010

The Central Illinois Green Expo (CIGE) welcomes proposals for presentations and workshops led by experts from academic institutions, government agencies, research labs, private businesses, and non-profits. Topics should be interesting and informative and not “sales pitches.” 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 an exhibition tent, presentations, workshops, activities for kids, local food and live music.

Please complete the attached proposal and submit to CIGE by July 1, 2010 for consideration. Please note that CIGE is not able to pay honoraria or travel expenses to any presenter. For more information about presentations and workshops, please contact Kate Schureman at 309.686.7000 or Anthony Corso at 309.694.8444.

PRESENTATION AND WORKSHOP DETAILS

- Presentations and workshops will be divided into 75 minute sessions each day of the event. If your presentation or workshop requires multiple time slots, please indicate that in your proposal. Multiple workshops may be offered during each time slot.
- Separate areas will be set aside just for workshops and will have seating for audience members.
- Screen and LCD projector will be provided.
- One 8’ table will be provided at the front.
- One easel will be provided —flipchart paper and markers available upon request.
- Presenters with PowerPoint presentations should bring their own laptops and a back-up copy of their presentation on CD or USB Flash Drive (CIGE will have a back-up laptop on hand in case of equipment failure).
- Presenters should allow time at the end of the workshop for questions.
- Out of respect for other presenters and in order to keep on schedule for the public, presenters should keep their workshops within the allotted time allowed.
- Presenters should arrive at least 30 minutes prior to their scheduled workshop.
- Because participants do not pre-register for presentations, it is difficult to know how many will attend each workshop. 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 OR WORKSHOP PROPOSAL



Please complete the following proposal and submit to CIGE by July 1, 2010 for consideration. Presentations and workshops will be divided into 75 minutes sessions each day of the event. If your presentation or workshop requires multiple time slots, please indicate that in your proposal. Please note that CIGE is not able to pay honoraria or travel expenses to any presenter. If you have questions, please contact Kate Schureman at 309.686.7000 or 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		
Describe your idea for a CIGE presentation or workshop:		
Title of presentation or workshop:		
Intended audience for your presentation or workshop (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 118
 1 College Drive
 East Peoria IL 61635

By E-mail: info@cigreenexpo.org

By Fax: 309.694.8453