



## Timber Framers Guild

### CALL FOR PRESENTATIONS & PROPOSAL FORM

#### 22nd Annual Eastern Conference

Historic Hotel Roanoke, Roanoke, Virginia  
November 9-12, 2006

Submission Deadline: June 1, 2006

Notification of Acceptance: No later than June 20, 2006

Become a Presenter: Share your expertise, knowledge, and success, and increase your visibility and role as a leader in the timber framing craft. There are also 1 to 3 spots for Featured Speakers to present topics of interest to the entire audience.

#### Suggested Topics

- Conservation of Timber Buildings
- Natural Building
- Commercial and Residential Timber Frame Projects
- Code Compliance
- Interior Design for Timber Framed Buildings
- Tools and Technologies
- Project and Financial Management
- Timber Framing Craft Practice and History
- Timber Engineering
- Health and Safety
- Plumbing, Heating and Electrical for TF Buildings
- Maintenance
- Lighting
- Enclosures
- Marketing
- Computer Applications
- Business Development

#### Conference Tracks for 2006:

- Natural Building
- Design and Engineering
- Shop Practice
- Business

## INVITATION TO PROSPECTIVE PRESENTERS

Knowledgeable professionals with expertise in timber frame construction and supporting systems are invited to submit proposals for workshop and seminar presentations at the upcoming Eastern Conference in Roanoke, Virginia, from November 9–12, 2006.

### ABOUT THIS EVENT

The Timber Framers Guild Conference is North America's largest event dedicated to the practice of building historically inspired new construction using environmentally responsible techniques and large timbers for framing, connected with traditional joinery. Drawing several hundred professionals from a variety of disciplines, the TFG Conference is the only arena where architects, engineers, artisans, contractors, designers, building owners, and preservationists gather to learn about the resources, skills and knowledge necessary build timber framed buildings.

The Guild is committed to developing high-quality learning activities in accordance with national criteria for continuing educational credits in a variety of professions, including Learning Units through the American Institute of Architects.

### SPEAKER BENEFITS

- Visibility as a leader in the industry
- Complimentary registration to the Conference Sessions and Trade Exhibits
- All meals during the Conference
- Biographical listing on our website and in our Program Guide, distributed to all attendees
- Promotional coverage in advertisements and direct mailing campaigns
- Networking opportunities to find new friends, colleagues and clients

Note: Due to the large number of speakers, honoraria and/or contributions toward travel and lodging expenses can be granted only under rare and exceptional circumstances. Featured speakers or those who do multiple, half-day or full-day sessions are generally offered limited honoraria, as follows:

- 90-minute concurrent breakout session: one complimentary registration fee and meal package for entire conference. Only one presenter for sessions with multiple presenters receives this benefit; others must register as regular conference attendees.
- For each additional 90-minute concurrent breakout session (after the first) by the same speaker, or for half-day workshops: one complimentary registration fee and meal package for entire conference, plus \$275 US honoraria or a second complimentary registration fee and meal package for entire conference.
- For full day workshops (6 hour minimum contact time): one complimentary registration fee and meal package for entire conference plus \$825 US honoraria.
- For Featured Speakers (one 90-minute presentation to entire group): one complimentary registration fee and meal package for entire conference plus \$550 US honoraria.

### REQUIREMENTS

Presenters are required to:

- Complete the Proposal Entry Form and include all required attachments
- Make no substantive changes in content, or in presenters, without prior written approval from the Conference Coordinator
- Provide printed handout materials for 75-100 participants at the presentation; marketing pieces may not be used in lieu of substantive handouts. If you get a master copy or file to us at least two weeks before the Conference, we will pay for the printing and bring the handouts. If you print and bring them yourself, we will reimburse you but only up to a previously agreed-upon cost limit.

## **SUBMISSION GUIDELINES AND PROPOSAL EVALUATIONS**

The submitting presenter is designated as the main contact for conference information and is required to notify all co-speakers in the proposed presentation of the outcome of the selection process. The Conference Director will determine the date and time of your presentation. For this reason, all prospective presenters must be available to speak on any day of the conference until the presentation date/time is confirmed.

Presentations should make significant contributions to professional development in this industry. Any proposals highlighting specific projects should also extrapolate from the specific to the generic "lessons to be learned" and discuss design theories, innovations, or approaches. Presenters must refrain from marketing specific products or services. If selected, presenters are required to adhere to all submission deadlines that will be outlined in their acceptance email or letter. This is an interdisciplinary event attracting attendees from many professions at various stages of their careers. All of these individuals bring different experiences and perspectives to the learning environment. Therefore, priority will be given to presentations that encourage and support substantial interaction among participants.

## **EVALUATION PROCESS**

Proposals will be evaluated by the Conference Committee against these criteria:

- Well-defined focus and clarity of proposal
- Overall quality and potential to contribute to a well-balanced conference program
- Relevance to the various professions represented
- Practical applications of materials or ideas
- Timeliness and scope of topic
- Speaker's experience

## **PRESENTATION FORMATS**

There are three types of presentation formats:

1. 90-minute Conference Sessions
2. Three-hour (half-day) Workshops
3. All day Pre-Conference workshops

The majority of the sessions are 90-minute concurrent sessions. Audience size for all sessions ranges from 30 to 150 participants. For the 90-minute sessions, effective presentation formats include PowerPoint, slide lectures, panel presentations and structured round-table discussions. We recommend a limit of two speakers (three if using a moderator or roundtable format) for the 90-minute session and no more than 3 for a workshop.

**NOTE: CLASSROOMS MAY BE LIMITED IN SIZE. IF YOUR PROPOSED SEMINAR REQUIRES AN AUDIENCE LIMIT, YOU MUST IDENTIFY THIS IN YOUR PROPOSAL.**

In addition, there is a limited number (1-3) of scheduled Featured Speakers who address the entire Conference.

## **PROPOSAL SUBMISSION**

Please submit the following:

1. Completed Proposal Entry Form with audio/visual needs stated
2. List of Additional Presenters with:
  - a. Full contact information (name, title, organization, address, phone, fax, email)
  - b. Speaking experience
  - c. A 100-word biography for each presenter in the session. Note: If you are submitting a panel presentation, you must confirm the interest and availability of all panelists in advance.
3. Detailed Proposal Abstract between 200 and 500 words in length. This abstract should identify:

- a. Key issues, topics, and concepts you will address
- b. Your intended audience and why the audience will be interested in this presentation
- c. Anticipated presentation outcomes

Proposals must be received by June 1, 2006, for the Eastern Conference 2006. Electronic submission in Microsoft Word preferred. Early submissions are welcome and will be reviewed early.

### **PROGRAM FINALIZATION**

The Timber Framers Guild reserves the right to edit titles and descriptions for clarity, brevity, and marketability. Not all program submissions will be accepted.

Please direct questions, or requests for assistance reviewing your proposal prior to the submission deadline, to: Will Beemer at 413-623-9926 or email [will@tfguild.org](mailto:will@tfguild.org).

SEND SUBMISSIONS to: Will Beemer  
Timber Framers Guild  
PO Box 60, Becket, MA 01223  
Fax: 888-453-0879  
Email: [will@tfguild.org](mailto:will@tfguild.org)



## Timber Framers Guild Entry Proposal Form

Name/Date of Conference: \_\_\_\_\_

Name of Submitting Presenter: \_\_\_\_\_

Title: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Presentation Title: \_\_\_\_\_

Target Audience (check all that apply):

- |  |                                    |
|--|------------------------------------|
| <input type="radio"/> Architects       | <input type="radio"/> Engineers    |
| <input type="radio"/> Preservationists | <input type="radio"/> Tradespeople |
| <input type="radio"/> Home owners      | <input type="radio"/> Other:       |

Level of Understanding Required for Content:

- |  |   |  |
|--|---|--|
| <input type="radio"/> Introductory<br>(General; for those new to<br>the profession or subject) | <input type="radio"/> Intermediate<br>(Some experience; general<br>to specific content) | <input type="radio"/> Advanced<br>(Narrow focus for<br>seasoned practitioners) |
|--|---|--|

Length of Proposed Session:

- 90-minute Seminar     3-hour Workshop     One-day Pre-Conference Workshop

Instructional Format (check all that apply):

- |  |                                  |
|--|----------------------------------|
| <input type="radio"/> Slide Presentation | <input type="radio"/> Roundtable |
| <input type="radio"/> Panel              | <input type="radio"/> PowerPoint |
| <input type="radio"/> Demonstration      | <input type="radio"/> Other:     |

Audio-Visual Requirements (please check all that apply and note if more than one is needed):

- |   |  |
|---|--|
| <input type="radio"/> Slide Projector         | <input type="radio"/> DVD                |
| <input type="radio"/> TV/VCR                  | <input type="radio"/> LCD Projector      |
| <input type="radio"/> Flip Chart/Marker Board | <input type="radio"/> Overhead Projector |

Will you use your own laptop computer?

(circle one) Yes or No      (please circle) PC or MAC

Microphone (circle your preference): Lavalieri, Podium, Portable, Tabletop  
How many?

Is there recommended reading in advance of your presentation? Please note:

What are the top three (3) things the audience should know or be able to do after attending your session?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Brief Description of Proposed Presentation (75-100 words to be used as a basis for promotional copy):

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Please attach the following required materials:

1. 200-500 word abstract or outline of proposed presentation
2. List of additional presenters (include full contact information and speaking experience)
3. Biographical information for each presenter (word limit: 100 words each)

I have read and understand the requirements, benefits, and expectations to become a presenter at the Timber Framers Guild Conference and agree to follow the guidelines set by the Timber Framers Guild Conference Committee.

Signature:

Date:

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