



SUBMISSION GUIDELINES

The Stan Hywet Symposium

2008 Symposium: **ON DISPLAY: HISTORIC HOMES AND GREAT ESTATES**

October 17-18, 2008

Stan Hywet Hall & Gardens, Akron, Ohio

**PROPOSALS MUST BE SUBMITTED BY MAIL OR E-MAIL,
AND MUST BE POSTMARKED BY THE DEADLINE OF 5:00 P.M., APRIL 2, 2008.**

Notification of Selections: April 30, 2008

Submissions should include a completed Presentation Submission Form. The Presentation Submission Form should be sent as an attachment in a Word or text file. Please put Stan Hywet Symposium Proposal in the subject field of the e-mail. Please make sure all proposals meet Submission Guidelines criteria.

Submission Guidelines and Proposal Evaluations:

The submitting presenter will be the Primary Contact for Symposium information and is required to notify all co-speakers of the outcome of the selection process. The Symposium Liaison will determine the date and time of your presentation. For this reason, all prospective presenters should be available to speak on any day of the Symposium until the presentation date/time is confirmed. *Every effort will be made to accommodate individual schedules as necessary.*

Presentations should make significant contributions to professional development in the identified industries and professions. Any proposals highlighting specific projects should also extrapolate from the specific to the generic “lessons to be learned” and discuss innovations, design theories, 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 e-mail 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, we encourage substantial interactive learning opportunities.

Speaker(s): List the name of all presenters in your session. Include their title, company or firm, professional affiliations, full mailing address, phone, fax, and e-mail address. Describe each person's speaking experience and his/her expertise with the particular seminar topic. Include a brief biographical narrative on each speaker. **Please do not send full résumés or vitas.** The Primary Contact will receive all information regarding the program and will be responsible for forwarding it to other speakers/panelists.

Program Description: In 200 words or less, describe your program/presentation and how it relates to the track selected and the theme of the Symposium, which is *On Display: Historic Homes and Great Estates*. Be as specific as possible about the learning that will occur and the benefits to the participants attending your session. In the description, list at least three learning objectives or outcomes for the participants in your session. If selected, your program description will be used in the Symposium program to promote your session.

Presentation Format/Length: Indicate the instructional techniques you will use for your session and indicate what, if any, audio-visual requirements your session will have. The audiences will range from 50-100 participants with varying degrees of experience. Your proposal should clearly describe your presentation format. The Symposium programming has been designed to accommodate programs 1 ½ hours in length. All sessions must allow time for questions and comments from the audience.

- Short lectures: You can use short lectures at the beginning of your session to generate discussion, or provide a series of short lectures each followed by discussion.
- Case studies: A favorite among architects, this format should be developed using facts, situations, problems or data with questions to generate discussion and solutions.
- Visual presentations: This includes slides, videotape, film computer display (PowerPoint, etc.), storyboard, and may be used as the basis of discussion.
- Panel presentations: This may be a series of short lectures or a Q&A segment coordinated by a moderator.
- Other: Describe your presentation format if different from above.

Suggested Themes: Each proposal should include elements of one of the three designated tracks, History, Architecture and Historic Preservation. In addition, submissions should try to incorporate some of these suggested themes:

- **Innovation**
- **Technology**
- **Sustainability**
- **Urban Planning**
- **Tools and Technologies**
- **Partnerships and Collaborations**
- **Interpretation**

Selection Criteria: Proposals will be evaluated against the following criteria:

- Well-defined session focus and clarity of the proposal
- Overall quality and potential to contribute to a well-balanced Symposium program
- Singular and dynamic approaches to the subject material
- Relevance to the profession and theme of the Symposium
- Practical applications of materials or ideas
- Scope of topic as related to the Industrial Era and Gilded Age
- Level of interaction
- Speaker's experience
- Potential for continuing education credits

If You Are Selected: All submitters will be contacted and selected speakers will have an opportunity to gain visibility and increase their role as a leader within the profession as they share their expertise.

You will be required to submit a master copy of your handout materials. The deadline for handouts is September 1, 2008.

Speaker Benefits:

- Visibility as a leader in the industry and profession
- Complimentary registration to all Symposium sessions
- Promotional coverage in advertisements and direct mailing campaigns
- Biographical listing on our website and in our Program Guide, distributed to all attendees
- Complimentary tour of Stan Hywet Hall & Gardens
- Networking opportunities

Requirements: Presenters are required to:

- Complete the Presentation Submission Form and include all required attachments.
- Make no substantive changes in content, or in presenters, without prior written approval from the Symposium Liaison.
- Provide printed handout materials for participants at the presentation; marketing pieces may not be used in lieu of substantive handouts.
- **VERY IMPORTANT!** Provide a substitute presenter of equal expertise in the event that original presenter cannot attend. (*Symposium Liaison must be contacted immediately*)

Timeline:

April 2, 2008 – Proposals must be received by 5 p.m.

April 30, 2008 – Selection results sent to all proposal entrants

September 1, 2008 – Any handout materials due to Symposium Committee.

October 17-18, 2008 – The Stan Hywet Symposium, Akron, Ohio

Program Finalization:

The Stan Hywet Symposium Committee reserves the right to edit titles and descriptions for clarity, brevity, and marketability.

Send Submissions to:

Mark J. Heppner, Symposium Liaison

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