

ATTENTION PROSPECTIVE MODERATORS

This information is intended to answer your preliminary questions and to assist your development of a proposal for the 2025 APA California Conference in Monterey.

Once you initiate your session during the submittal period January 14 – March 10, you will be able to save and update your proposal as often as needed until the submission deadline. APA California and the Conference Host Committee ask that your proposal be as complete as possible to allow full consideration for inclusion of the session in the conference program offerings.

Many fields in the Submittal Form require completion before you will be allowed to move on.

Proposer/Moderator & Speakers

- The proposer of the session *must be* the moderator of the panel.
- Speakers will have access to the Speakers Portal to enter changes about themselves; moderators will be responsible for making changes to session titles, topics, and abstracts.
- Moderators will be responsible for ensuring that their speakers make necessary changes in accordance with deadlines, and for receiving instructions from the Chapter about all timelines and requirements, including on-site preparation and setup.
- Speakers will receive updates and important information; however, moderators will be responsible to confirm and finalize the panel, presentation materials, speaker changes, etc.
- A moderator and at least one (1) speaker must be identified when the proposal is submitted. The fuller the panel of speakers identified by the submittal deadline, the better the Programs Subcommittee reviewers will be able to judge the proposal; **a proposal will be disqualified if insufficient speakers are listed!**
- Complete information about the moderator and proposed speakers must be provided at the time of submittal; however, modifications may be made to any information prior to the submittal deadline.
- Headshots for all speakers will be optional when submitting a proposal.
- Seeking local input and a panel with at least one local planner speaker/moderator is encouraged.

Session Title

- Session titles are limited to **75 characters**.
- Provide an attention-grabbing title that reflects session content and a connection to the conference theme - *Waves of Change: Reconnecting Communities*.

Session Duration

- Each session will be **75 minutes** long.
- In some cases, 75 minutes may be inadequate to present certain subject matters in a comprehensive way. If you believe your session is worthy of a double session (i.e., two consecutive 75-minute sessions), there will be a box on the Submittal Form to request a double session and a field to provide justification in your Session Abstract about why you are seeking this extended time.

Student Session Proposal

- If you are proposing a session for the Student Program, there will be a box to check on the Submittal Form. These sessions are intended for student attendees or young and emerging planners (YEP) and will typically be scheduled on the day students will attend. They are not expected to meet criteria for CM credit. Moderators will be contacted by the Student/YEP Subcommittee.

Session Summary

- Session summaries are limited to **300 characters**.
- Provide a short description of the session for the conference website and mobile app.
- If you have developed a proposal to reflect a program, policy, or plan of the host Northern Section, or of Monterey specifically, in addition to reflect the local nature of your proposal, there will be a box to check indicating you are proposing a Local Session.
- If you are using a portion of the session abstract as your summary, ensure it provides a comprehensive overview of the session content.

Session Abstract

- Session abstracts are limited to **1,500 characters**.
- This is a key portion of the session proposal that will be evaluated by Programs Subcommittee reviewers for inclusion in the educational program.
- Abstracts should outline the session, including any relationship to the conference theme - *Waves of Change: Reconnecting Communities*.
- Rooms will be set up with theater style seating.
 - There will be one room set up with round tables. If you believe your session requires rounds, there will be a separate check box on the Submittal Form, and we will try our best to accommodate your request.
- Include the format of your session if it is something other than a presentation (e.g., roundtable, interactive workshop, etc.).

Learning Objectives

- Learning objectives are limited to **1,000 characters**.
- Describe what the session expects to provide the attendees (e.g., job knowledge, demonstrable skills, new understanding, etc.).

Session Topics

- You will select a “primary topic” for your proposal from a list provided in the Submittal Form.
 - Instructions for the Submittal Form will include this list so you can review the topics prior to making a selection.
 - Primary topic examples will also be provided to help guide you to the one that is best suited to your proposal.
 - Proposals will be assigned to reviewers based on this topic so submitted proposals on the same topic can be identified and compared for quality and content.
- A “secondary topic” may be identified if the moderator believes an additional topic is substantively addressed, but as a more minor aspect of the session content.
 - The secondary topic list will include Law, Ethics, Equity & Diversity as well as Sustainability & Resilience, which are not on the primary list.
 - Select one of these secondary topics if your primary topic includes substantive discussion about legal aspects or ethical aspects/treatment or your topic or uses an equity or diversity lens.
 - If your session qualifies for Mandatory CM for Law, Ethics, Sustainability & Resilience, or Equity, you will need to respond to the requirements for this type of CM credit separately as outlined.

Mandatory CM Credit Proposal

- The Mandatory CM Credit Proposal section is limited to **1,500 characters**.

- APA provides general and specific criteria that session proposals must meet to be eligible for Mandatory Ethics CM, Mandatory Law CM, Mandatory Sustainability & Resilience CM, or Mandatory Equity CM. The general criteria for any of these types of Mandatory CM are as follows:
 - Include at least one speaker who is AICP, although submitting for Ethics CM requires that the majority of the panel be AICP speakers and submitting for Law CM requires that an attorney is a speaker on the panel.
 - Present a diverse panel of speakers.
 - Include current application of the topic.
 - Address specific criteria for the topic submitted.
- The topic-oriented criteria are on the APA website. [Criteria for CM Mandatory Credits \(planning.org\)](#)
- If the box is marked for the session's eligibility for Mandatory CM, an explanation is required.

Equity/Diversity/Inclusion-Focused Sessions

- This section is limited to **500 characters**.
- If your session does not meet the specific criteria to be eligible for Mandatory Equity CM (see above, particularly regarding having an AICP member on the panel), we are still very interested in knowing whether your session addresses any of the following, as we have started identifying such sessions within the conference program offerings:
 - Just and fair treatment of individuals or groups in society.
 - Awareness, understanding, and appreciation of our differences.
 - Outcome(s) of equity and social justice work for all people.
 - Implications for disadvantaged communities by conveying relevant facts and analysis.
- You will have an opportunity to explain your session focus. You will still select a primary topic (and perhaps a secondary topic), but will be required to explain how the lens of the session is based on Equity, Diversity, or Inclusion.