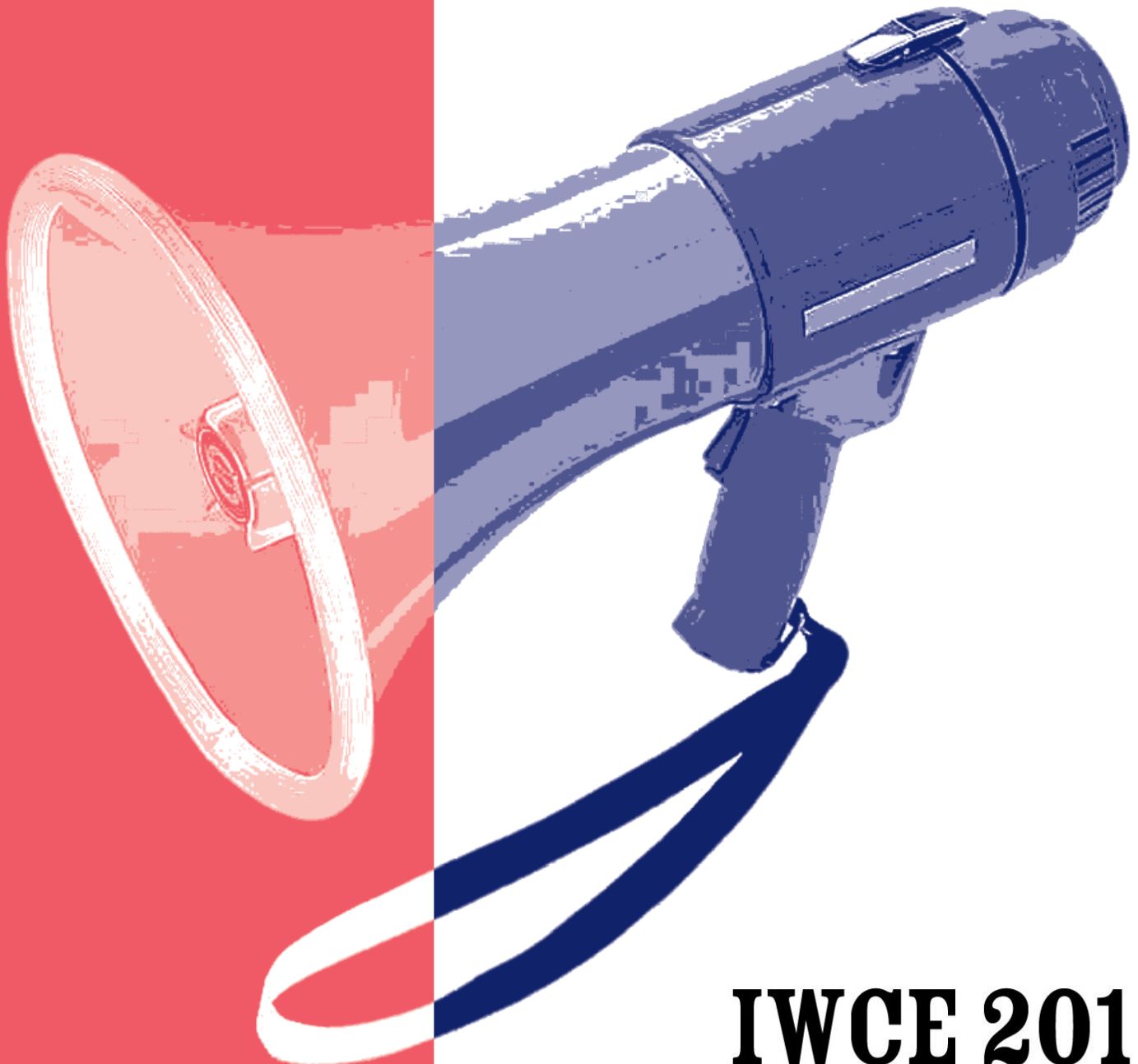


**2012**

**INTERNATIONAL  
WINDOW COVERINGS EXPO**

**CALL FOR PRESENTATIONS**



**IWCE 2012**

CALL FOR  
PRESENTATION

**Complete this form for each submission  
and email, fax or mail to:**

IWCE 2012 c/o Shannon Flaherty  
4756 Banning Ave, Suite #206  
White Bear Lake, MN 55110  
Phone: 651-330-0574 Fax: 651-756-8141  
Email: shannon@wf-vision.com

**1. My presentation is submitted for the following events:**

- International Window Coverings Expo  
 WFCP Webinars/Online Training

**2. My presentation is submitted for the following educational track:**

- Business       Workroom       Window Fashions       Other: \_\_\_\_\_  
 Technology       Installation       Furniture & Accessories  
 Design       Wall Fashions       Pers. Development

**3. Types of professionals to whom the presentation is targeted:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Presentation Title:** \_\_\_\_\_

**5. Course Level:** (please check one)       Basic       Intermediate       Advanced

**6. Presenter(s):** List only those individuals who have confirmed their participation as a speaker in your program.  
Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional Affiliation(s) \_\_\_\_\_  
Job Title \_\_\_\_\_ Company \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip or Postal Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_

**7. Seminar Description:** Prepare a 50-75 word statement describing the presentation and summarizing course objectives, 3 learning outcomes, and specific skills attendees can expect to gain from this course. Describe your program as you wish it to appear in the brochure. Please type or write legibly.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Attach a brief biography for each presenter; presentation proposals without presenter biographies will not be considered.**

**9. I have a book that would be appropriate for a book signing after my seminar. Name of book:** \_\_\_\_\_  
\_\_\_\_\_

**10. I have reviewed and understand all of the procedural content for this Call for Presentation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# WE'RE LOOKING FOR A FEW GOOD SPEAKERS

You are invited to submit seminar ideas for future conferences produced by IWCE 2012, a leader in trade-show development, management and production, and educational programming.

If selected as a conference speaker, you will contribute to the advancement of the residential and commercial interior design, workroom and installation professions. Complete the attached form and return it indicating each show you are interested in participating in.

## THE EVALUATION PROCESS

We will evaluate all proposed programs based on the following criteria: overall quality, relevance to the industry, well-defined focus within the program-track structure, practical applications of materials, timelines of the topic, and speaker qualifications.

To be considered as a speaker, your program must be generic in nature—that is, sales presentations will not be accepted. In addition, your material should be original; otherwise, sources must be referenced. For multiple speakers, each speaker must agree to the submission. Incomplete programs will not be considered.

The final program selections will be made and presenters will be notified at least three months prior to the show. Manufacturers or vendors not represented in the trade show are not eligible to submit presentation proposals.

## PROGRAM GUIDELINES

Your program should address one of the educational tracks or program categories listed on the attached form. Programs should last one hour and fifteen minutes or a Super Session lasts two hours and 45 minutes, which includes a brief session for question and answer. We will seek continuing education unit (CEU) accreditation for all programs once they are selected.

**Handout note:** It is MANDATORY that all seminars have a handout for the attendees. These handouts need to reference, in some manner, what learners will achieve by the end of the learning experience.

## SPEAKER EXPENSES

If travel is necessary, IWCE will provide round-trip coach airfare and hotel accommodations (1 or 2 nights depending on schedule) for those selected to present. However, no travel or hotel expenses will be provided to industry manufacturers, exhibitors or to members of the press representing industry publications.

## SPEAKER FEES

The Following is the fee structure:

- \*\$250 for a 1.15 hour seminar
- \*\$500 for a 2.45 hour seminar
- \*\$200 for a 1 hour webinar

## Ten Steps for Submitting Your Program Idea

To be considered, complete the following steps on the application form.

1. Select the event(s) at which you are interested in presenting.
2. Select the educational track most appropriate for your topic.
3. Indicate the target audience.
4. Enter the suggested title of your presentation.
5. Rate your course as basic, intermediate, or advanced.
6. Fill in the name, professional affiliation (if applicable), title, company or organization, address, telephone, fax number and e-mail addresses of all presenters (no more than three and a moderator).
7. Prepare a 50-75-word statement describing your presentation and summarizing course objectives, 3 learning outcomes, and specific skills attendees can expect to gain from your presentation.
8. Attach a professional biography for each presenter. (This is mandatory.)
9. Indicate if you have a book and you would like to do a book signing.
10. Submit your application and include a copy for each show you are submitting for to:

## INTERNATIONAL WINDOW COVERINGS EXPO

The premier industry event for the window-covering trade professional, the International Window Coverings EXPO VISION offers the opportunity to join hundreds of national and international companies that promote their newest products and services. Plus 5,000 attendees from around the globe take part in the industry's top educational venue offering WFCP certification and accredited CEUs.

**IWCE 2012**

**Shannon Flaherty**  
4756 Banning Ave, Suite #206  
White Bear Lake, MN 55110  
[shannon@wf-vision.com](mailto:shannon@wf-vision.com)

For more information,  
visit [www.wf-vision.com](http://www.wf-vision.com)  
Or call 651-330-0574