

Wisconsin Chapter American Public Works Association Conference Program Planning Guide



Resource Booklet

Adopted by the Executive Committee December 8, 2017

Congratulations on being on the conference program planning committee for WI APWA Conference. Two conferences are held in the calendar year, one in the spring and the other in the fall. It may seem daunting at first, but this guide along with the APWA Executive Committee's assistance will help you make the conference speaker planning a success.

Overview

Chairing and being part of the Conference Planning Committee is a very important function of the chapter conferences. The planning that goes into the conference programs helps make our conferences successful, both now and in the long term.

This guide is intended to help you with the planning process go provide some insight on items to watch for.

Speakers are to be told that this presentation is NOT a sales pitch but rather an outlet to present and share information about their industry/profession. Business cards may be set out for attendees if they wish. Handouts from speakers are encouraged to be used to help promote the topic being presented. Presenters are encouraged to use AV equipment during their presentations. It is strongly advised to stay away from flip charts and other presentation boards, as they are too small to be efficient.

Please mention to the speakers that our conferences have three tracks going at one time.

Speakers should be made aware to keep all comments neutral and gender friendly, as we are a diverse group.



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Committee Makeup

The Conference Program committee puts the conference program together. This committee is chaired by the President Elect (program chair) and consists of the Vice President and the two Directors. Committee makeup changes each year with the movement of positions when a new director is added.

Program Chair Duties/Committee Chair Duties

The program chair will need to work with the committee chairs on coming up with topics. The Technical and Standing committee chairs are responsible for obtaining the speakers.

Topics are usually maintained on a spreadsheet usually available from the past program chair.

Conference Information

The spring conference is typically held the first week in May and the fall conference is held the first week of November. The vendor/exhibitor show runs all day on Thursday at the spring conference. Allow various time slots for attendees to visit with the vendors. The conference sessions are all day Thursday and then again on Friday morning for both conferences. Coordination of the vendor displays and activities are to be coordinated with the host committee.

Conference Attendee Estimations

The following numbers can be used as a guideline for estimating conference attendees incase the speaker/presenter inquires about attendance at a conference. The numbers pertain to both the spring and fall conferences.

General Session Room (Welcome/Opening Comments)	250
Concurrent Technical Session (Room 1)	75
Concurrent Technical Session (Room 2)	75
Concurrent Technical Session (Room 3)	75

Conference Center Audio/Visual Needs

Check with the conference host to see what is offered at the conference facility as far as Audio/Visual equipment. It is best to get the media equipment through the conference center. If the conference facility **does not** provide Audio/Visual equipment, you may need to contract with an AV company or have the speaker/presenter bring their own equipment. Most of the time the speaker/presenter will need to bring a removable storage device (flash drive) with them.

Sometimes speakers/presenters will ask or have special Audio/Visual equipment needs. It is best to have them contact the conference host directly to address those needs.

Make sure that the media used by the speaker/presenter is compatible with the conference hosts equipment; i.e. Apple versus Microsoft products.



Typically, the conference facility will provide projectors, screens, and audio/speaker equipment. The conference planner or moderator should have the presenter bring a flash drive for their program. They may want to bring two flash drives in case of an error on the first one.

Conference Program

Arrangements should be made for a “Welcome” speaker which is usually a higher level local elected official to kick off the conference (Mayor, local politician, etc. of the host community)

The local host community is encouraged to offer a presentation on a local project or program, as available. If there are topics pertaining to the host community, they should be requested and received to the chair by early January for the spring conference and by July for the fall conference. The committee should have the program finalized by early March for the spring conference and by early August for the fall conference. A sample Conference Program is in **Appendix A**.

Continuing Education Credits (CEU’s)

CEU stands for Continuing Education Unit. A CEU is a unit of credit equal to ten hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. Examples of people who need CEUs include engineers, lawyers, CPAs, educators, nurses, architects, mental health professionals, and social workers. CEU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards.

Conference goals for the submission of CEU’s to National should state that the educational sessions are convenient for the target audience to attend and are that they are interesting and useful. Sessions provided need a variety of topics that are valuable to the target audience.

Our conference provides this opportunity to our membership. National APWA needs to be contacted in order to have the sessions at a conference approved. Once CEU’s are approved by National, a form is created for the attendee to use to record the attended sessions to receive CEU’s. The sheet to record the attended sessions to receive CEU’s is included with the registration packet handed out at the conference check in table.

See Appendix B for the necessary information to submit and track for National.

A Leadership 101						
<u>Presenter:</u> Mark A. Freitag						
8:00 AM 9:15 AM 11/3/2016						
Goals	1	Recognize core leadership competencies.				
	2	Identify the categories of leadership outcomes.				
	3	Assess organizational and community leadership capacity.				
B Dollar General Distribution Center, Winning the Project and Plugging in Modifications						
<u>Presenter:</u> Gale Price						
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Goals	1	Recognize that the best laid plans may need adjustments.				
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<u>Presenters:</u> Mark Kane						
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<u>Presenters:</u> Michael Wodalski						
9:15 AM 10:15 AM 11/3/2016						
Goals	1	Recognize the importance to communicate the need and value of Public Works.				
	2	Identify effective communication tools to engage with the public.				
	3	Discuss the importance of proactive communication.				
E Revitalizing Downtown Janesville, a Catalyst for Change						
<u>Presenters:</u> Duane Cherek						
10:30 AM 11:30 AM 11/3/2016						
Goals	1	Recognize the value of public works improvements in the context of wider economic and community development.				
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<u>Presenter:</u> Phil Meis Curt Fakler						
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<u>Presenters:</u> John Jansen						
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I Managing to Learn, Using the Lean Process Improvement Approach in Public Works						
<u>Presenter:</u> Jeff Hazekamp						
12:30 PM 1:30 PM 11/3/2016						
Goals	1	Recognize the process of the Lean Approach.				
	2	Identify basic components of the A3.				
	3	Employ a Gemba Walk.				
J Personal Tax Strategies						
<u>Presenter:</u> Tony Mennenga						
1:15 PM 2:15 PM 5/5/2016						
Goals	1	Develop a basic tax strategy in today's world.				
	2	Estimate how taxes affect your need at retirement.				
	3	Execute a tax plan whether just starting out in life or are nearing retirement.				

K	Kayla's Krew, Creating a Dream					
	<u>Presenter:</u>	Michelle (Shelly)	Glenn Morrow			
				1:30 PM	2:30 PM	11/3/2016
<u>Goals</u>	1	Develop creative approaches to gaining approval of projects that support children with disabilities.				
	2	Coordinate resources and efforts to overcome opposition to projects that support diverse populations.				
	3	Build project execution teams with public and private resources to complete projects.				
L	Best of Public Works Projects					
	<u>Presenter:</u>	Eric Thompson, PE,	Daniel Borchardt, PE,	Brandon Herbert,	Richard Weihert	
		Bradley Werginz		2:45 PM	4:15 PM	11/3/2016
<u>Goals</u>	1	Recognize unique design solutions.				
	2	Evaluate the challenges a site presents to determine most economical solutions during the design process.				
	3	Develop assessment methodology with emphasis on constructability.				
M	Ethics, A Dynamic and Interactive Perspective					
	<u>Presenter:</u>	Al Guyant				
				9:00 AM	10:00 AM	11/4/2016
<u>Goals</u>	1	Implement a logical and fair process to determine whether an action would or would not be ethical by community				
	2	Update and revise ethics standards for an organization and a profession.				
	3	Develop a systematic and efficient program to regularly renew ethical expectations and behavior.				
N	Janesville's Stormwater Management Approach and Its Impact on NR 151 and TMDL					
	<u>Presenter:</u>	Caroline Burger	Tim Whittaker			
				9:00 AM	10:00 AM	11/4/2016
<u>Goals</u>	1	Recognize the importance of proper selection of municipal stormwater management practices.				
	2	Identify preferred stormwater management practices for achieving municipal water quality goals related to a				
	3	Justify the value of alternative stormwater management practices.				
O	Constructing a PW facility? Don't Forget Innovation and Economic Feasibility					
	<u>Presenter:</u>	Norman Barriento	Doug Forton			
				9:00 AM	10:00 AM	11/4/2016
<u>Goals</u>	1	Recognize key operational factors that affect design of a new Garage or a major expansion.				
	2	Organize functional relationships for an efficient and modern Garage building and yard.				
	3	Estimate preliminary project costs for a new Garage or major expansion.				
P	Alternate Route Planning, Design & Construction: I-39 Corridor Expansion					
	<u>Presenter:</u>	Derek Potter, P. E.	Brad Halvensleben,			
				10:15 AM	11:15 AM	11/4/2016
<u>Goals</u>	1	Identify the benefits and needs of alternate routes.				
	2	Design upgrades for an alternate route.				
	3	Build improvements for alternate routes.				
Q	Janesville Navigates the FEMA process through Proactive Stormwater Planning					
	<u>Presenter:</u>	Uriah Monday				
				10:15 AM	11:15 AM	11/4/2016
<u>Goals</u>	1	Encourage comprehensive stormwater planning activities.				
	2	Identify opportunities to be part of the FEMA study adoption process.				
	3	Manage communication between stakeholders in a project to bring about mutually beneficial outcomes.				
R	Challenges of Unmanned Aerial Systems					
	<u>Presenter:</u>	Paul Braun				
				10:15 AM	11:15 AM	11/4/2016
<u>Goals</u>	1	Evaluate the accuracies of the geospatial data derived from a UAS.				
	2	Analyze various UAS platforms, sensors and control configurations to address data accuracies.				
	3	Communicate to UAS professional staff their needs when collecting UAS data and deriving geospatial products.				
S	Transportation Development of WI - Just Fix It Program					
	<u>Presenter:</u>	Craig Thompson				
				10:15 AM	11:15 AM	11/4/2016
<u>Goals</u>	1	Interpret the state's multi-modal transportation system and its effect on everyday lives.				
	2	Compare what other state agencies are doing to help narrow the gap in transportation funding and repairs.				
	3	Encourage the development and maintenance of a strong, interconnected transportation network that will support				

As part of the CEU process, two (2) people with stampers, for EACH session, will need to be present at the end of a session to stamp the CEU sheet for the attendee.

Conference Evaluations

We as a chapter ask participants to complete evaluations for each session that they attend. This feedback helps us with the planning of future speakers.

Evaluations are to be handed out (set on tables) at the beginning of each session and collected immediately after a session is completed. Overall conference evaluations are usually collected at the Friday luncheon and at the registration desk for those that leave early. These evaluations are then “compiled” and then passed on to the conference organizers for review and recommendations for future conferences. Individual sessions are collected and compiled and then are passed on to the speakers and conference and program organizers for their review and feedback.

All evaluations are printed on separate, colored paper, to differentiate them from one another easier. Certain colors should be avoided, as sometimes colored paper does not scan too well.

Speakers/Presenters

The strength of the conference over the years has been Chapter members giving presentations on lessons learned on projects, issues and matters of relevance to the attendees. The Chapter has included professional speakers on a limited basis

- Keynote/Kick Off - The keynote speaker should be either a city manager/administrator type or a paid professional speaker.
- Presenters - Typically, presenters are not paid a speaker fee and their rooming and travel expenses are not covered.

The use of paid speakers should be reviewed with the host/conference committee prior to making commitments to assure either that the conference revenue will cover the cost or that the cost has been included in the Chapter budget.

As part of a speaker’s responsibility, they must provide the goals or objectives of the session as part of the CEU accreditation for the conference.

Moderators

Moderators for our conference are usually the chair of either the Technical or Standing Committee as part of the Chapter. The moderator’s job at a session is to introduce the speaker(s) to the group at the start of a session and need to keep the session on time.



Moderators assigned to certain topics need to e-mail the presenter in advance to let them know of their scheduled time and to get a biography from them for use at the session. This task should be completed approximately 30 days before the conference.

Moderators need to meet with their speakers 15-30 minutes in advance of the session and introduce themselves to the presenter. The presenters should be escorted and shown the room where they will be presenting and any other facilities as needed or requested.

Moderators will need to give a brief introduction of the speaker and the topic that will be discussed. There should be a short time at the end of the session for any Q & A. Moderators should also be aware of time constraints and notify speaker/presenter that they have “x” amount of time left to present or wrap up for Q&A.

Moderators at a conference should always be aware of diversity issues and what to do when a speaker says something that may be outside of acceptability (notify conference coordinator for guidance, etc.). **It is NOT the moderator’s job to defend the speaker’s presentation and/or comments that may be inexcusable to our group.**

In the event of a no-show, the moderator should fill the time with questions and discussion, rather than do nothing. This allows the remaining program to stay on schedule and attendees to hear designated speakers of their choice at the pre-scheduled time

At the end of the session, the moderator should thank the presenter and present them with a thank you gift showing the chapter’s appreciation.

Moderator in a Panel Discussion

The moderator’s role in a panel discussion is the same as a regular session, except, the moderator will ask either “pre-determined” question or questions or take questions live from the audience.

Sometimes the moderator will introduce the panel and let the participants give their own bios and sometimes they will introduce the panel and give the bio at the same time.

Speaker Lunch

If speakers present either just before or just after the lunch break, they should be invited to a complimentary lunch. The chair of the conference program committee should notify the host community so plans can be made accordingly, at least 10 days before the start of the conference. All speakers should be invited to the breaks.

Speaker Gifts

Speaker gifts need to be given to all speakers. This is to be coordinated with the host committee for budgeting and purchasing purposes. Selecting speaker gifts is the responsibility of the host committee.

A small token of our appreciation is a way to show our gratitude for a presenter taking the time to help us make our conference a success.

The reasoning for this is that a speaker takes the time to prepare a presentation for their session. Some of these presentations take time to put together with slides and such. The presenter also has to take time out of their schedule to attend our conference, including travel time when they could be doing something else. In the past, we have had some presenters come from a great distance and some have stayed overnight in doing so; we have had presenters who have traveled from outside of the state, some as far away as Montana, all on their own expense.

Registration/Lodging

Accepting an invitation to speak or moderate does not automatically register the presenter. All invited speakers, if staying for the conference, either partial or completely, must register, and pay for the conference. A sample conference registration, **Appendix C** is to be used.

Hotel/Convention Center Final Details

AV needs should be confirmed with the host community including who is providing laptops, screens and projectors. The convention center is there to help you with a successful event. Be sure to utilize their experience. You may consider the host or planning committee supplying some of that hardware to reduce possible costs. Check on the various AV costs and that the host committee is aware of the issue/need.

Conference Attendee list

An attendee list can be handed out at the conference. The **ONLY** information that is allowed to be included on the list is the name of the attendee, their city and/or organization.

Thank You Letters

Because each conference is unique, thank you letters should be sent to the speakers and/or presenters. Notify the conference host of who you sent Thank You's to, so this effort is not duplicated. A sample Thank You letter is found in **Appendix D**.

Conference Guide Update

The purpose of the guide is to help future conference program planning committee. If you find there are areas of improvements needed on the guide, submit any recommended changes to the President Elect who will update this guide. This should be done by the end of May (spring) or November (fall).

Resources

The Wisconsin Chapter website, www.wisconsinapwa.net has many of the prior year's conference information if you wish to review those documents.

APWA National Visits

We provide a room and registration for those invited from National. Per the EC meeting of 11/1/17, it was approved that "Invitees to Chapter Conferences from National shall be comped for the Conference Registration Fees" which include rooms. Check with the host committee to see if any comped rooms are available for this purpose.



Appendix A Conference Program



American Public Works Association – Wisconsin Chapter

2015 Spring Conference – May 13, 14 & 15, 2015

Sheboygan, Wisconsin



Blue Harbor Resort Spa & Conference Center

725 Blue Harbor Drive
Sheboygan, Wisconsin

(920) 452-2900

www.blueharborresort.com



Welcome APWA Wisconsin Chapter!



The conference host committee is proud to welcome you to the 2015 Spring Conference in the City of Sheboygan!

CONFERENCE PROGRAM

Wednesday, May 13, 2015

- 12:00 pm - 5:30 pm Registration – Blue Harbor Resort Main Lobby
- 9:30 am - 3:30 pm Golf at Town & Country Club
W1945 County Highway J
Sheboygan, Wisconsin
- 10:00 am - 3:30 pm Sheboygan River Area of Concern (AOC) Cleanup & Habitat Restoration Paddling Event
- 4:00 pm - 5:30 pm Executive Committee Meeting
Blue Harbor Resort – Latitude Restaurant – Island Rm
- 5:30 pm - 8:30 pm Ice Breaker Reception
Blue Harbor Resort – Latitude Restaurant
- 8:00 pm - End Scholarship Fundraiser Euchre
(Sheepshead on the side)

Thursday, May 14, 2015

- 7:00 am - 5:00 pm Registration Desk Open – Prefunction A**
- 7:30 am - 8:30 am First Timers Breakfast (sit down breakfast)**
- 7:30 am - 8:30 am Continental Breakfast with Vendors/Exhibitors**
- 8:45 am - 9:00 am Conference Kick-Off:**
David Biebel, Director of Public Works
Welcome – City of Sheboygan
Mayor Michael Vandersteen
Carl Weber – APWA WI Chapter President
- 9:00 am - 10:00 am Blue Harbor Resort – Salon A**
- Session A** Leadership & Employee Engagement
Presenter: Steve Bobowski, Dale Carnegie & Associates
- 10:00 am -10:15 am Morning Break with Vendors/Exhibitors**
- 10:15 am -11:15 am Concurrent Sessions – Blue Harbor Resort
Salon A and Salon EFG**
- Session B** Utility Easement Rights
Presenter: Warren La Duke, WisDOT Statewide Utilities
- Session C** Sheboygan River Area of Concern (AOC) Cleanup &
Habitat Restoration Projects
Presenters: Chad Pelishek, Sheboygan, Director of
Planning & Development and Stacy Horn, Water
Resources Management Specialist, WIDNR
- 11:15 am -12:15 pm Concurrent Sessions – Blue Harbor Resort
Salon A and Salon EFG**
- Session D** Snow & Ice Removal/Operations: There's No Business
Like Snow Business
Presenter: Christine Walsh, City of Beloit, Tony Feitzer,
City of Green Bay, Rob Vanden Noven, City of Port
Washington

Thursday, May 14, 2015.....continued

- Session E** What Do the DBE/Veteran Owned Business Programs Do For Us? A View From The Other Side of the Fence
Presenter: Najim Heidari, President, CORRE; Carrie Bristol-Groll, Principal Civil Engineer, Stormwater Solutions Engineering, LLC; Nahid Afsari, Vice President Cotter Consulting, LLC
- 12:15 pm - 1:15 pm** **Lunch with Vendors/Exhibitors - Lakeside Terrace**
- 1:15 pm - 2:15 pm** **Concurrent Sessions – Blue Harbor Resort Salon A and Salon EFG**
- Session F** Using Crash Data from TOPs and GIS to Prioritize Safety Projects
Presenters: Gary Evans, Waukesha County
- Session G** City of Milwaukee's Technology and Sustainable Toolbox
Presenter: Ghassan Korban, City of Milwaukee
- 2:15pm - 3:00 pm** **Afternoon Break with Vendors/Exhibitors**
- 3:00 pm - 4:00 pm** **Concurrent Sessions – Blue Harbor Resort Salons A and EFG**
- Session H** Young Professionals vs. Seasoned Professionals
Panelists: Jerad Wegner, Ruekert & Mielke; Shelly Billingsley, City of Kenosha; John Edlebeck, Village of Whitefish Bay; Dave Lawry, Village of Schaumburg
- Session I** Turning Wasted Food into Valuable Energy
Presenter: Sharon Thieszen, Supt., Sheboygan WWTP
- 4:00 pm - 5:15 pm** **Technical Committee Meetings – Salon EFG**
- 5:30 pm** **Exhibits Close**
- 5:30 pm - 6:30 pm** **Social Hour – Lakeside Terrace**
- 6:30 pm - 8:00 pm** **Chapter Banquet & Awards – Salon A**
- 8:30 pm - 9:30pm** **Entertainment – Lakeside Terrace - Joel Kuether Trio**

Friday, May 15, 2015

- 7:00 am - 8:00 am Registration – Prefunction A**
- 7:00 am - 8:00 am Continental Breakfast – Salon A**
- 8:00 am - 9:00 am General Session – Salon A**
- Session J** WDNR Program Updates: TMDL's, Phosphorus Variance & More
Presenter: Michael Bruhn, Assistant Deputy Secretary, WIDNR
- 9:00 am-10:00 am Concurrent Sessions – Blue Harbor Resort
Salon A and Salon EFG**
- Session K** What Does Sustainability Mean in Your Community?
Presenter: Sherrie Gruder, UW-Extension (Madison)
- Session L** Road Diet
Presenter: Sean Spromberg, Becher-Hoppe
- 10:00 am -10:15 am Morning Break**
- 10:15 am -11:15 am Concurrent Sessions – Blue Harbor Resort
Salon A and Salon EFG**
- Session M** City of Milwaukee & Waukesha County's Material Recycling Facility (MRF)
Presenter: Ghassan Korban, City of Milwaukee;
Dale Shaver, Waukesha County
- Session N** Creating a One Water Region
Presenter: Dean Amhaus, President & CEO,
The Water Council
- 11:15 am - 12:00 pm Room Checkout**
- 12:00 pm - 1:30 pm Lunch & Chapter Business Meeting –
Awards & Door Prizes – Latitude Restaurant**



Appendix B CEU Information Submittal to APWA

Information to submit to APWA for online form:	
Sponsoring Chapter:	Wisconsin
Full Name:	Your Name Here
Title:	Project Engineer
Organization:	City of Public Works
Address 1:	1234 Main Street
City:	Anywhere
State/Province:	WI
Zip/Postal Code:	12345
Phone:	123-456-7890
Fax:	123-456-7891
E-mail address:	joe.pw.cool@thebestpublicworksdepartmentaround.com
Title of Conference:	Wisconsin Chapter Fall 2016 Conference
Conference Date(s):	11/3 to 11/4/16
Target Audience:	Directors of Public Works, Deputy Directors of Public Works, Municipal Engineers, Project Engineers, Public Works Administrators, Professional Engineers and Consulting Engineers, Vendors and other professionals in service to public works agencies.
Conference Goals:	Provide educational sessions that are convenient for the target audience to attend. Provide sessions that are interesting and useful. Provide sessions with a variety of topics that are valuable to the target audience. Provide speakers that convey the material effectively. Provide sessions that meet the requirements for the award of Continuing Education Units.
Estimated Attendance:	200-300
Use of Evaluations:	Overall Conference Evaluations will be collected at the Friday Luncheon and at the registration desk for those not attending on Friday. These evaluations will be passed on to the conference organizers for review and recommendations for future conferences.
	Individual Session Evaluations will be collected at the end of each session and copied passed on to the presenters for their review and recommendations for future sessions.
	A report is generated that displayed the evaluation results in a useful manner.



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	<u>Presenter:</u>	Jeff Hazekamp				
				12:30 PM	1:30 PM	11/3/2016
<u>Goals</u>	1	Recognize the process of the Lean Approach.				
	2	Identify basic components of the A3.				
	3	Employ a Gemba Walk.				
J Personal Tax Strategies						
	<u>Presenter:</u>	Tony Mennenga				
				1:15 PM	2:15 PM	5/5/2016
<u>Goals</u>	1	Develop a basic tax strategy in today's world.				
	2	Estimate how taxes affect your need at retirement.				
	3	Execute a tax plan whether just starting out in life or are nearing retirement.				

K	Kayla's Krew, Creating a Dream					
	<u>Presenter:</u>	Michelle (Shelly)	Glenn Morrow			
				1:30 PM	2:30 PM	11/3/2016
	<u>Goals</u>	1	Develop creative approaches to gaining approval of projects that support children with disabilities.			
	2	Coordinate resources and efforts to overcome opposition to projects that support diverse populations.				
	3	Build project execution teams with public and private resources to complete projects.				
L	Best of Public Works Projects					
	<u>Presenter:</u>	Eric Thompson, PE,	Daniel Borchardt, PE,	Brandon Herbert,	Richard Weihert	
		Bradley Werginz		2:45 PM	4:15 PM	11/3/2016
	<u>Goals</u>	1	Recognize unique design solutions.			
	2	Evaluate the challenges a site presents to determine most economical solutions during the design process.				
	3	Develop assessment methodology with emphasis on constructability.				
M	Ethics, A Dynamic and Interactive Perspective					
	<u>Presenter:</u>	Al Guyant				
				9:00 AM	10:00 AM	11/4/2016
	<u>Goals</u>	1	Implement a logical and fair process to determine whether an action would or would not be ethical by community			
	2	Update and revise ethics standards for an organization and a profession.				
	3	Develop a systematic and efficient program to regularly renew ethical expectations and behavior.				
N	Janesville's Stormwater Management Approach and Its Impact on NR 151 and TMDL					
	<u>Presenter:</u>	Caroline Burger	Tim Whittaker			
				9:00 AM	10:00 AM	11/4/2016
	<u>Goals</u>	1	Recognize the importance of proper selection of municipal stormwater management practices.			
	2	Identify preferred stormwater management practices for achieving municipal water quality goals related to a				
	3	Justify the value of alternative stormwater management practices.				
O	Constructing a PW facility? Don't Forget Innovation and Economic Feasibility					
	<u>Presenter:</u>	Norman Barriento	Doug Forton			
				9:00 AM	10:00 AM	11/4/2016
	<u>Goals</u>	1	Recognize key operational factors that affect design of a new Garage or a major expansion.			
	2	Organize functional relationships for an efficient and modern Garage building and yard.				
	3	Estimate preliminary project costs for a new Garage or major expansion.				
P	Alternate Route Planning, Design & Construction: I-39 Corridor Expansion					
	<u>Presenter:</u>	Derek Potter, P. E.	Brad Halvensleben,			
				10:15 AM	11:15 AM	11/4/2016
	<u>Goals</u>	1	Identify the benefits and needs of alternate routes.			
	2	Design upgrades for an alternate route.				
	3	Build improvements for alternate routes.				
Q	Janesville Navigates the FEMA process through Proactive Stormwater Planning					
	<u>Presenter:</u>	Uriah Monday				
				10:15 AM	11:15 AM	11/4/2016
	<u>Goals</u>	1	Encourage comprehensive stormwater planning activities.			
	2	Identify opportunities to be part of the FEMA study adoption process.				
	3	Manage communication between stakeholders in a project to bring about mutually beneficial outcomes.				
R	Challenges of Unmanned Aerial Systems					
	<u>Presenter:</u>	Paul Braun				
				10:15 AM	11:15 AM	11/4/2016
	<u>Goals</u>	1	Evaluate the accuracies of the geospatial data derived from a UAS.			
	2	Analyze various UAS platforms, sensors and control configurations to address data accuracies.				
	3	Communicate to UAS professional staff their needs when collecting UAS data and deriving geospatial products.				
S	Transportation Development of WI - Just Fix It Program					
	<u>Presenter:</u>	Craig Thompson				
				10:15 AM	11:15 AM	11/4/2016
	<u>Goals</u>	1	Interpret the state's multi-modal transportation system and its effect on everyday lives.			
	2	Compare what other state agencies are doing to help narrow the gap in transportation funding and repairs.				
	3	Encourage the development and maintenance of a strong, interconnected transportation network that will support				

CEU QUESTIONS?

Please direct CEU questions to the Education & Credentialing Department at (800) 848-2792 or ceu@apwa.net

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APWA Members: If you are a current APWA member, there is **no charge** for CEU registration. Simply complete and submit this form. We are pleased to offer this service to all APWA members along with these other enhanced membership benefits. All current APWA members are able to:

- Participate in **live Click, Listen & Learn presentations*** without a registration fee
- Access **previously recorded Click, Listen & Learn presentations*** at no extra charge (via the Member's Library)
- Access content from **past conference sessions** at no extra charge (via the Member's Library)
- Read downloadable versions of **select books** from the APWA Store at no extra charge
- View **select podcasts** (mini-webinars) at no extra charge
- **Track CEU credits** without an administrative processing/recording fee

Submit completed form via:

MAIL to APWA, Attn: Education & Credentialing Department, 1200 Main Street, Suite 1400, Kansas City, MO 64105-2100

E-MAIL to ceu@apwa.net

You will be notified via e-mail when your CEU transcript has been updated and is available for download via APWA's website at <http://www.apwa.net/ceu>.

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Non-Members: If you are **not** a current APWA member, the cost of CEU registration is **\$20 USD**. Please indicate your preferred payment method below:

- Check/Money Order**
Mail check/money order payments (made payable to APWA in U.S. funds) to: APWA, Attn. CEU Processing, 1200 Main Street, Suite 1400, Kansas City, MO 64105-2100.
- Credit Card (Visa, MC or AMEX)**
An invoice will be generated and provided to you via email upon receipt of your completed form. Once that invoice is sent you must call (800) 848-2792 to provide payment by credit card. Please make sure to have your invoice number ready when you call. **CEUs will be added to your transcript after your payment has been processed.**
- Please email me a receipt**



The American Public Works Association has been approved as an Accredited Provider (AP) by the International Association for Continuing Education and Training (IACET), 11130 Sunrise Valley Drive, Suite 350, Reston, VA 20191; (703) 234-4132.

American Public Works Association - CEU Request Form
APWA Wisconsin Chapter Annual Fall Conference – November 2-3, 2017

Chapter Code: 5052

Use this form if you need CEU credit. At the end of each session you attend, see the Room Volunteer to receive a sticker indicating your attendance at the full session. You may receive credit for only one session within a specific time period.

First Name: _____ Middle Initial: _____ Last Name: _____
 Employer: _____ Title: _____
 Address: _____ City: _____ State/Province: _____ Zip Code: _____
 Phone Number: _____ Email (required): _____

APWA Member #: _____

Thursday, November 2, 2017 8:15 am – 9:15 am	
Session A: Wausau Riverfront Project	.1 CEUs
Thursday, November 2, 2017 9:15 am – 10:15 am	
Session B: Unmanned Aerial Systems: Emerging Application	.1 CEUs
Session C: Smart LED Street Lighting: Avoiding Common Mistakes	.1 CEUs
Session D: Wescott Park Underground Storm Water Storage	.1 CEUs
Thursday, November 2, 2017 10:30 am – 11:30 am	
Session E: Recent Innovations in Concrete and Concrete Paving	.1 CEUs
Session F: Facility Condition Assessment and Energy Analysis for Existing Public Works Garages	.1 CEUs
Session G: MS4 Public Educations Activities	.1 CEUs

Thursday, November 2, 2017 12:30 pm – 1:30 pm	
Session H: Advocacy at the Chapter Level—Get Involved!	.1 CEUs
Thursday, November 2, 2017 1:30 pm – 2:30 pm	
Session I: Illicit Discharge Detection and Elimination	.1 CEUs
Session J: Value Engineering for Municipal Project	.1 CEUs
Session K: Concrete Pipe and Permeable Pavers	.1 CEUs
Thursday, November 2, 2017 2:45 pm – 3:45 pm	
Session L: Project of the Year Awards	.1 CEUs

Friday, November 3, 2017 8:00 am – 9:00 am	
Session M: Planning For Industrial Growth: Pleasant Prairie's Story Of Managing Industrial Water System Demands Through Proactive Planning	.1 CEUs
Session N: Integrating Remote Control Vehicles Into Storm Sewer Condition Assessment	.1 CEUs
Session O: Highway Maintenance Career Pathway Project	.1 CEUs
Friday, November 3, 2017 9:00 am – 10:00 am	
Session P: Integrating Remote Control Vehicles Into Storm Sewer Condition Assessment	.1 CEUs
Session Q: An Introduction To The Signalized Intersection Improvement Guide	.1 CEUs
Session R: MSOE Students – Partnering on Real-Life Projects	.1 CEUs
Friday, November 3, 2017 10:15 am – 11:30 am	
Session S: Ethics Presentation	.1 CEUs



Appendix C Registration Forms

2015 SPRING CONFERENCE REGISTRATION FORM
 Sheboygan, Wisconsin May 13, 14, 15, 2015



FEE SCHEDULE

Member Registration	Before April 15	After April 15/On Site	Total Fees
Full Conference	\$225	\$250	_____
Guest w/Member	\$125	\$125	_____
Retired	\$125	\$125	_____
New Member/First Timer	\$125	\$125	_____
One Day (includes lunch)			
Specify: Thur. _____	\$100	\$125	_____
Fri. _____	\$ 50	\$ 50	_____

Non-Member Registration

Full Conference	\$250	\$275	_____
Guest w/Non-Member	\$125	\$125	_____
One Day (includes lunch)			
Specify: Thur. _____	\$125	\$150	_____
Fri. _____	\$ 75	\$ 75	_____

Individual Activity Fees (Member/Non-Member)

Get Acquainted Party (Wed.)	\$ 50	\$ 65	_____
New Member Breakfast	\$ 25	\$ 25	_____
Luncheon (Thursday)	\$ 30	\$ 45	_____
Social Hour/Banquet (Thursday)	\$ 65	\$ 75	_____
Luncheon (Friday)	\$ 25	\$ 35	_____
Equipment/Vendor Show Only	\$ 20	\$ 25	_____
Student Registration			
Thursday Only (includes lunch)	\$ 20	\$ 25	_____

TOTAL CONFERENCE FEES ENCLOSED: \$ _____
 Make checks payable to: APWA – Wisconsin Chapter

Return form with check to: David H. Biebel
 City of Sheboygan – DPW
 2026 New Jersey Avenue
 Sheboygan, WI 53081

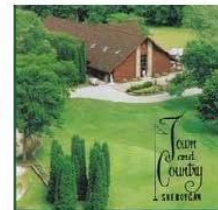
APWA MEMBERSHIP ID# _____
 Name _____
 Spouse/Guest Name _____
 Organization _____
 Address _____
 Telephone _____ Fax _____
 Email _____

Thursday Evening Banquet Meal
 Sprecher Imperial Stout Braised Short Ribs _____
 Bronzed Chicken Breast w/Cider Infused Herb Broth _____
 (A vegetarian dinner is available upon special request)

Wednesday Golf Outing – Scramble

Town & Country Club
 Sheboygan, Wisconsin 18 Holes, Cart & Lunch, Hole Prizes
 \$50/person

TOTAL GOLFING FEES ENCLOSED: \$ _____
 Make checks payable to: Town & Country Club



Individual/Foursome: _____



Appendix D Thank You Letter

On WI APWA letter head

Good Morning,

I want to take this opportunity to say **THANK YOU** for speaking at our recent APWA Conference held in Janesville, WI. Speakers are an essential part of our conferences. Without speakers, our conferences would be pretty lame! I tried to get around to meet and thank all of you personally, unfortunately I couldn't. If I have missed someone that may have co-presented with you, please pass this thank you on to them.

For those of you that are not chapter sponsors and would like to become one, we would be more than happy to have you. There are different levels of sponsorship. We will be sending our sponsorship forms shortly. If you would like to be a sponsor or have any questions, please feel free to contact me and I will get you started.

Also, if you would like to present again in the future please let us know.

Again, thanks for your time at our conference. It is greatly appreciated.

Uncle Sam, 2016 Conference Program Chair

Appendix E Conference Program Schedule

Conference Program Planning Timeline				
Activity	Days before/after conference	Calendar Date	Projected Completion Date	Assigned to
Convene Committee and delegate various tasks	150			
Ask for speakers from Committees	120			
Finalize program with conference host	75			
Finalize Speakers	60			
Submit speaker info to conference host	45			
Submit info on speakers to CEU team	30			
Finalize speaker equipment needs with conference host	30			
Finalize speaker meals with conference host	15			
Line up Moderators and Speaker Bio's	15			
APWA Conference	0			
Send Thank you notes to speakers	-20			
Make changes to the Conference Program Planning Guide	-20			