



*The PLCB is pleased to announce the*  
**2024 Bureau of Alcohol Education Conference**  
**November 14, 2024 \* 8:00 a.m. to 5:00 p.m.**  
**Penn Harris Hotel, 1150 Camp Hill Bypass, Camp Hill, PA 17011**

## **CALL FOR PRESENTERS**

The Pennsylvania Liquor Control Board's (PLCB) Bureau of Alcohol Education (BAE) invites you to submit topics for consideration on projects and initiatives that explore winning strategies and promising, evidence-based practices relevant to the prevention of underage and dangerous drinking in communities, schools and campuses. The audience of the conference is law enforcement professionals, educators and professionals in the alcohol education community.

### **Presenter Proposal Requirements:**

Presenter proposals should include a topic, a summary of the presentation and learning objectives. Include reference to any accompanying research or sources that support the presentation including, but not limited to, personal experience, evidence-based data or research, information on how the projects have been used within the community to address the issue and the results of implementation of the project. Proposals should not exceed ten pages single spaced and be presented in 12-point, Times News Roman font. All proposals become the property of the PLCB, absent any content protected by intellectual property (IP) or proprietary rights. All presentation materials are to be free of any potential claims of IP infringement or should only be used subject to appropriate licensing. Your proposal must also include a brief personal biography fit for advertisement, no longer than 150 words, and a scanned business card.

Topic examples include: collaboration between local and college campus police departments to benefit communities they serve; alcohol consumption of various age groups and how trends affect future prevention and education efforts; the collaboration between Liquor Control Enforcement officers and communities on nuisance bar issues; or how peer educators are working to positively influence and educate students on and off college campuses.

If applicable, presenters should identify a speaking fee in the proposal. Each presentation should be approximately 60 minutes in length, including time for questions. An estimated time of the presentation should be noted in the proposal. Visual presentations are encouraged. All proposals must be electronic and be emailed to [ra-lbaeconference@pa.gov](mailto:ra-lbaeconference@pa.gov) no later than **12:00 p.m. ET on May 3, 2024**. The subject line of the e-mail should read "2024 Bureau of Alcohol Education Conference: Presenter Proposal."

### **Presenter Eligibility:**

To be considered, please include any experience, qualifications or resumes including relevant education or training. The PLCB expects presenters to have the expertise necessary to present a subject effectively and to respond articulately to any audience questions. Presentations may not be used to market products or services.

### **Presenter Benefits:**

Presenters will receive a complimentary lunch. The PLCB will provide a computer and projector for use during the presentation, if requested in advance. Any reimbursement for travel must be negotiated prior to the conference, but will be subject to the provisions of Management Directive 230.10, [Commonwealth Travel Policy \(pa.gov\)](#), in effect on the date of the conference. Presenters are responsible for any tax implications for benefits received.

### **Notification of Selection:**

Selected presenters will be notified of their selection by e-mail by May 31, 2024.

### **Selection Criteria:**

The selection of presenters is at the sole discretion of the PLCB. The following criteria may be considered by the PLCB:

1. The proposal cover sheet is filled out and attached (see Call for Presenters Proposal Submittal Form).
2. The summary/description of the presentation is clearly articulated.
3. The objectives of the presentation are clearly stated and defined.
4. The presentation is supported by evidence-based data or the equivalent data from use in the community.
5. Presenters have sufficient experience and knowledge of the subject matter.
6. The proposed presentation adds to and balances the variety of topics at the conference.



## 2024 Bureau of Alcohol Education Conference

### Call for Presenters Proposal Submittal Form

Please fill out and attach this form to the front of your proposal submission, along with your brief biography and business card. An electronic proposal is required. You may submit multiple proposals, but a separate form must be used for each proposal. All proposals must be electronic and be emailed to [ra-lbaeconference@pa.gov](mailto:ra-lbaeconference@pa.gov) no later than **12:00 p.m. ET on May 3, 2024**.

**Presentation Title:** \_\_\_\_\_

**Presenter Contact Information:**

Name: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Presenter Title (if applicable).** Please list names, titles (i.e., Ph.D. LSW) and relevant licensing organizations:

\_\_\_\_\_

\_\_\_\_\_

**By submitting this proposal and signing below, I acknowledge the following:**

1. I have enclosed an outline and overview of the presentation, including any requested fees.
2. I have included the learning objectives of the presentation.
3. I acknowledge that the presenter is the sole proprietor of the presentation material and no proprietary rights, copyrights or trademarks have been violated.
4. I have included current contact information and relevant qualifications.
5. I understand that all materials and handouts must be delivered to the BAE 45 days in advance of the conference.
6. I understand that no aspect of the conference, including presentations, the venue, or the attendees, may be photographed, videotaped, or otherwise recorded by presenters or participants. However the PLCB reserves the right to do so and if selected, the presenter will be required to sign a media release with relevant terms and conditions.
7. I understand that if selected, the presenter will be required to **sign a contract** with relevant terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS IS NOT A CONTRACT**

*Should you require accommodations under the Americans with Disabilities Act (ADA), please contact [ra-lbaeconference@pa.gov](mailto:ra-lbaeconference@pa.gov) at least 7 business days before the event.*