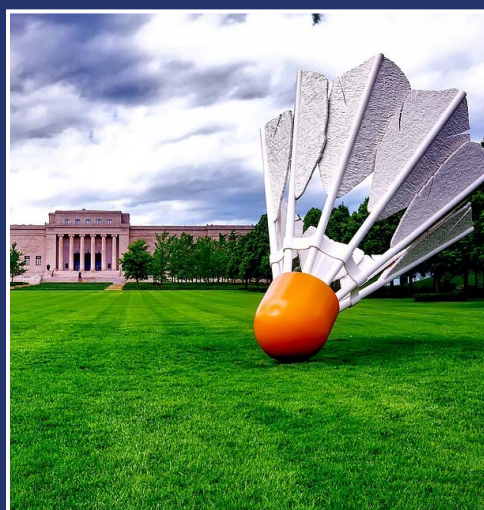


2017 U.S. EPA Community Involvement Training Call for Proposals: Instructions and Application



***Bringing People Together:
20 Years Investing in Communities***

Kansas City, MO



2017 U.S. EPA Community Involvement Training
Bringing People Together: 20 Years Investing in Communities

Call for Proposals Instructions

About the Training

The U.S. Environmental Protection Agency (EPA) is in the process of planning the 2017 Community Involvement Training (CIT): *Bringing People Together: 20 Years Investing in Communities*. This training is being planned for August 2017 in Kansas City, MO. While we do not anticipate any major changes, please note that the dates and location are not finalized and are subject to change.

At this time, we are requesting proposals from anyone who would like to present at this training. By participating as a presenter, you can help us achieve our vision to provide an exceptional training that will bring EPA staff and Agency stakeholders together to learn effective and meaningful public involvement practices.

The CIT brings together EPA staff, Agency stakeholders and partners to provide training on tools and techniques addressing all aspects of public outreach and engagement. The training is designed for EPA staff, state, local, tribal and other federal partners who plan and implement environmental community involvement activities, partnership, stewardship, outreach, and education programs.

Instructions for Submitting a Proposal Application

The following instructions will assist you with submitting a proposal to present at the 2017 Community Involvement Training. **The application begins on page 4.** Please answer each of the proposal application questions thoroughly. Incomplete applications will not be accepted. Submit your proposal by close of business on **Wednesday, March 8, 2017.**

Proposal Tracks

In keeping with our training theme, *Bringing People Together: 20 Years Investing in Communities*, and our vision to bring EPA staff and Agency stakeholders together to learn effective and meaningful public involvement practices, we ask you to propose a presentation focusing on topics, ideas, challenges, and opportunities within **one** of the four tracks. The following tracks and objectives are intentionally broad; select the track with the objective that most closely reflects the topic of your course.

Track 1: Investing in Sustainable and Resilient Communities

Objective: Giving communities the resources they need to build capacity; helping community stakeholders identify problems, find resources, and implement solutions; developing programs to enhance sustainability.

Track 2: Innovative and Traditional Community Involvement/Engagement Tools

Objective: Sharing and developing tools, data and information to better serve your community; teaching community involvement staff innovative engagement and communication techniques.

Track 3: Building and Enhancing Collaborations and Coalitions

Objective: Networking internally and among local, state and tribal governments; techniques for communication and collaboration in demanding situations; relationship building at the community level; succession planning.

Track 4: Identifying and Explaining Emerging Contaminants

Objective: Sharing information on emerging contaminants, examining these contaminants at the community level, incorporating risk communication.

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Proposal Criteria

Proposals will be evaluated on content, relevance to the training vision and theme, audience engagement, inclusion of diverse perspectives, presenter effectiveness/experience, and learning objectives. A thorough proposal will address all of the following criteria:

- **Content:** The proposal should clearly and concisely explain the topic(s) that will be covered during the training or the presentation.
- **Relevance:** The proposal should be relevant to the training tracks and/or vision.
- **Audience Engagement:** The proposal should illustrate how the presenter or trainer intends to engage the audience either through a basic question and answer session or through other methods such as facilitated dialogue, interactive exercise, and role playing.
- **Diverse Perspectives:** The proposal should demonstrate how different ways of thinking and viewing issues will be considered during the information session or training course.
- **Presenter Effectiveness/Experience:** The proposal should both highlight past presentations or training experiences and the public speaking strengths of the presenter(s). Presenters who have minimal experience should try and convey their effectiveness as a public speaker.
- **Presentation Learning Objectives:** The proposal should clearly explain the learning objectives by following the directions provided in the application.

What You Need to Know About Presenting at the Training

- **Session Lengths:** There will be 90-minute information sessions and 3-, 4-, and 7-hour training courses.
 - **90-minute Information Sessions:** These information-sharing sessions teach attendees about a project or topic, but are not as interactive or participatory as the training courses and attendees do not earn training credits.
 - **Training Courses:** These interactive and engaging courses immerse students in a topic. Training courses aim to teach attendees important skills or concepts that will enhance their work with communities. Attendees will receive training credits for these courses.
- **Registration:** All presenters and co-presenters must register for the training.
- **Training Fee:** We do not anticipate a fee this year.
- **Travel Reimbursement for Speakers:** For each proposal accepted, EPA has limited funding available to reimburse the travel-related expenses for ***one non-federal speaker***. This speaker ***must arrange and pay for all their travel-related expenses up front*** and will be reimbursed for expenses after the training. If you are requesting travel reimbursement for yourself or other co-presenters, complete and submit Part III of the application.
- **Audio-Visual Equipment:** Each session room will be equipped with the following standard equipment: one laptop computer with video capabilities, PowerPoint, and other appropriate software; one LCD projector and screen; one wireless mouse and laser pointer; and one 3M self-stick flipchart with markers. One handheld microphone may be provided if necessary. No other AV equipment will be provided; however, presenters are welcome to bring additional equipment at their own expense.
- **Room Setup:** Classroom setup (rows of tables and chairs) is standard for all 90-minute information sessions. All 3-, 4-, and 7-hour training courses will have a choice between classroom and round table setups.
- **Presentation Materials/Handouts:** In order to make the training environmentally friendly, we will not produce any paper copies or handouts for the sessions. We encourage presenters to provide electronic copies of their presentation materials in advance so that these materials can be posted on the training website and downloaded by those signing up for the session. Presenters are welcome to produce their own copies and carry or ship them to the training venue.

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Proposal Submission Process/Schedule

March 8, 2017	Proposal submission deadline (by mail, fax, or email).
Early April, 2017	Notification by email of presentation selection.
May 15, 2017	Notification from EMS regarding travel reimbursement request.
June 23, 2017	Final audio-visual equipment needs and room setup confirmed.
July 31, 2017	Electronic copies of presentation materials due to EMS.
August 2017	(Planned) 2017 U.S. EPA Community Involvement Training in Kansas City, MO.

Questions

If you have any questions about the Call for Proposals for the 2017 U.S. EPA Community Involvement Training, please contact any of the following people:

Jasmin Muriel, Lead Chair

EPA Office of Environmental Justice
Phone: 202-564-4287
Email: muriel.jasmin@epa.gov

Althea Moses, Host Region Co-Chair

EPA Region 7
Phone: 913-551-7649
Email: moses.althea@epa.gov

Leslie Leahy, Co-Chair

EPA Office of Land and Emergency Management
Phone: 703-603-8707
Email: leahy.leslie@epa.gov

Amanda Hauff, Co-Chair

EPA Office of Chemical Safety and Pollution Prevention
Phone: 202-566-0603
Email: hauff.amanda@epa.gov

Julia Field, Co-Chair

EPA Office of Land and Emergency Management
Phone: 703-603-8851
Email: field.julia@epa.gov

Catherine Johnson, Training Coordinator

EMS, Inc.
Phone: 301-589-5318, ext. 23
Email: catherine.johnson@emsus.com

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Call for Proposals Application

Call for Proposals Application Form

The fillable application form provided below can be completed on your computer. Please type your responses into the form, save your document, and submit the application via email to:

muriel.jasmin@epa.gov. Proposals must be received by **Wednesday, March 8, 2017**.

If you encounter any issues submitting your proposal via email, please contact Jasmin Muriel (202-564-4287 or muriel.jasmin@epa.gov) to discuss alternate options.

The lead presenter for each application will be notified via email within two weeks of receiving the application to verify receipt. **If you do not receive an email notification, it is an indication that your proposal was not received.** If that happens, please contact Jasmin Muriel at muriel.jasmin@epa.gov or 202-564-4287.

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Please answer the proposal application questions completely and provide all the information requested. You must answer all of the questions. Incomplete applications will not be accepted. Submit your proposal by close of business on **Wednesday, March 8, 2017**.

Proposal Criteria - The selection subcommittee will be evaluating these proposals based on the following criteria: content, relevance to the training vision and theme, audience engagement, inclusion of diverse perspectives, presenter effectiveness/experience, and presentation learning objectives. For a complete explanation of these criteria, please refer to the *Call for Proposals Application Instructions* above.

NOTE: *To fill in the text boxes, please click in the upper left hand corner of the text box and then begin to type your response. If you have any problems filling out the form, please contact Catherine Johnson (catherine.johnson@emsus.com; 301-589-5318, ext. 23).*

Part I: Presentation Information

1. What is your presentation title? **(10 words or less)**

Note: Please ensure the presentation title reflects the information and content that will be presented.

2. The planning committee has generated four tracks to help categorize submissions under the general training theme, *Bringing People Together: 20 Years Investing in Communities*. Please select the relevant track for your submission (**you may select only one**).

- ☐ **Track 1: Investing in Sustainable and Resilient Communities**
Objective of this track:
Giving communities the resources they need to build capacity; helping community stakeholders identify problems, find resources, and implement solutions; developing programs to enhance sustainability.
- ☐ **Track 2: Innovative and Traditional Community Involvement/Engagement Tools**
Objective of this track:
Sharing and developing tools, data and information to better serve your community; teaching community involvement staff innovative engagement and communication techniques.
- ☐ **Track 3: Building and Enhancing Collaborations and Coalitions**
Objective of this track:
Networking internally and among local, state and tribal governments; techniques for communication and collaboration in demanding situations; relationship building at the community level; succession planning.
- ☐ **Track 4: Identifying and Explaining Emerging Contaminants**
Objective of this track:
Sharing information on emerging contaminants, examining these contaminants at the community level, incorporating risk communication.

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3. **Presentation Length:** Please choose only one of the following (if you wish to propose more than one session, please fill out a separate application for each session):

Information Session: ☐ 90 minutes

Training Course: ☐ 3 hours
☐ 4 hours
☐ 7 hours

4. **What is the level of background the ideal participant would need to have to get the most out of this session (please check one)?** Please refer to the descriptions below for an explanation of the various levels.

- ☐ Advanced
☐ Intermediate
☐ Introductory
☐ All Levels

Advanced: Session is meant for community involvement practitioners who have worked in the field for over five years, have mentored newer practitioners or presented training in community involvement, and have a solid understanding and experience of core community involvement topics and strategies (such as advanced facilitation and mediation, cultural competency, and risk communication).

Intermediate: Session is meant for community involvement practitioners who have spent some time in the field, have completed at least 30 hours of community involvement-related training, and have a moderate understanding and experience with core community involvement topics and strategies (such as basic facilitation and mediation, the International Association of Public Participation spectrum of public involvement, media training, and basic written and oral communication).

Introductory: Session is meant for community involvement practitioners who are either new to the field or who have a basic understanding and experience with community involvement topics and strategies.

All Levels: Session is valuable for any level of community involvement practitioner. Examples of courses that fall into this category would be topics that are useful to revisit every year, such as developing presentation skills.

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5. **(*Proposal Criteria*) Content:** Describe your information session or training course and the topics you will cover in your presentation using no more than **250 words** (approximately half of a page). If your presentation is accepted, this description will be included in the training booklet and posted on the training web page. It is important that this description reflect the content of the presentation.

6. **(*Proposal Criteria*) Audience Engagement:** Explain your plan to actively involve the audience in your information session or training course, using **no more than 75 words**. Please be specific.

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7. **Presentation Outline:** Please show, in an outline format, how your presentation will be organized. As part of this outline, identify each topic/subject area and how that information will be conveyed (i.e., lecture, panel, participant discussion, interactive exercise/role play, or combination of approaches).

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8. **(*Proposal Criteria*) Learning Objectives:** What will participants walk away with after your information session or training course? Please clearly and concisely list **at least three** achievable learning objectives that:
- describe the information, skills, behaviors, or perspectives participants will acquire; and
 - identify the outcomes or actions participants can expect to demonstrate, using action verbs (examples below)

Explain	Demonstrate	Analyze	Formulate	Discuss
Compare	Differentiate	Describe	Name	Assess
Evaluate	Identify	Design	Define	List

Examples of Learning Objectives

“By the end of my session, the participants should be able to...”

- **Describe** the four steps in the risk assessment process.
- **Differentiate** between Maximum Contaminant Levels (MCLs) and Maximum Contaminant Level Goals (MCLGs).
- **Define** risk communication.
- **Design** a Twitter strategy (e.g., Twitter handle, hashtag, etc.).
- **Describe** how to initiate and/or establish a state or local collaborative.

Please write 3 to 5 learning objectives for your session below:

By the end of my session, the participants should be able to:

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9. **Room Setup for Training Courses:** All 3-, 4-, and 7-hour training courses will have a choice between classroom and round table setups. (Note: The standard room setup for all 90-minute information sessions is classroom style.) If you plan to present a training course, please indicate your preference in the box below.

Classroom

Round Tables (5-8 to a table)

10. **On-line Streaming:** Certain 90-minute information sessions will be streamed for a remote audience. Please respond to the questions below so we may determine whether your presentation is a candidate for streaming.

- Are you comfortable with broadcasting your live event online to a remote audience?

NO (I am not comfortable with online streaming/broadcasting)

***If you selected 'NO' please continue to Part II**

YES (I am comfortable with online streaming/broadcasting)

N/A (3-, 4-, and 7-hour sessions are not streamed)

- Do you plan to deliver your presentation from a stationary location (i.e., podium) or if you need to move around to deliver your talk? (Please check one.)

Stationary Location (i.e., podium)

Need to Move Around

- Please briefly describe what materials, software, or resources you will cover/use in your presentation (e.g., PowerPoint, YouTube videos, handouts, etc.)?

- How many presenters will be a part of your information session or training course? If you will include a panel, please list the number of members in the panel.

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Part II: Presenter Information

You need to provide contact information and answer several questions for each person you are proposing for this presentation. Make sure the number of presenters you are proposing is reasonable for the length of the session. We encourage you to offer opportunities for audience interaction.

Please answer the questions on the next page about the lead presenter first. After completing the lead presenter questions, please provide the same information for each of the other presenters you are proposing for this session. If you have not identified your specific presenters yet, please provide as much information about the intended person as possible, such as the type of organization they represent and their role in the presentation.

This application provides forms for up to five presenters. If you are proposing more than five presenters, copy questions one through four onto a new page and provide the necessary information for each additional presenter.

Note: All correspondence will be sent to the lead presenter *only*. It is the lead presenter's responsibility to notify training organizers of any changes to the proposed presenters.

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Lead Presenter

1. Provide contact/background information for the lead presenter.

Name: Prefix (Mr./Ms./Dr.): _____ First: _____
Last: _____ Suffix (Jr., Sr.): _____
Professional Title: _____
Organization: _____
Branch/Division: _____
EPA: Headquarters Region Other _____
Mail Code: _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

2. What type of organization does this presenter represent? (*If more than one choice applies, please select the primary organization this presenter is representing in his/her capacity as a presenter.*)

- | | |
|---|---|
| <input type="checkbox"/> EPA | <input type="checkbox"/> Academia |
| <input type="checkbox"/> Other Federal Agency | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Contractor with EPA or Other Government Agency |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Environmental Justice Organization/Community |
| <input type="checkbox"/> Tribal Government | <input type="checkbox"/> Private Industry |
| <input type="checkbox"/> Other: _____ | |

3. (****Proposal Criteria****) Briefly describe, using **no more than 75 words**, past presentations, training, or public speaking experiences of this presenter. If the presenter has minimal previous experience, please explain why he/she would be an effective presenter/instructor/trainer for this session.

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Second Presenter If you do not have a second presenter, move to Part III, Speaker Reimbursement.

1. Provide contact/background information for the second presenter.

Name: Prefix (Mr./Ms./Dr.): _____ First: _____
Last: _____ Suffix (Jr., Sr.): _____
Professional Title: _____
Organization: _____
Branch/Division: _____
EPA: Headquarters Region Other
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

2. What type of organization does this presenter represent? (*If more than one choice applies, please select the primary organization this presenter is representing in his/her capacity as a presenter.*)

- | | |
|---|---|
| <input type="checkbox"/> EPA | <input type="checkbox"/> Academia |
| <input type="checkbox"/> Other Federal Agency | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Contractor with EPA or Other Government Agency |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Environmental Justice Organization/Community |
| <input type="checkbox"/> Tribal Government | <input type="checkbox"/> Private Industry |
| <input type="checkbox"/> Other: _____ | |

3. (****Proposal Criteria****) Briefly describe, using **no more than 75 words**, past presentations, training, or public speaking experiences of this presenter. If the presenter has minimal previous experience, please explain why he/she would be an effective presenter/instructor/trainer for this session.

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Third Presenter If you do not have a third presenter, move to Part III, Speaker Reimbursement.

1. Provide contact/background information for the third presenter.

Name: Prefix (Mr./Ms./Dr.): _____ First: _____
Last: _____ Suffix (Jr., Sr.): _____
Professional Title: _____
Organization: _____
Branch/Division: _____
EPA: _____ Headquarters _____ Region _____ Other _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

2. What type of organization does this presenter represent? (*If more than one choice applies, please select the primary organization this presenter is representing in his/her capacity as a presenter.*)

- | | |
|---|---|
| <input type="checkbox"/> EPA | <input type="checkbox"/> Academia |
| <input type="checkbox"/> Other Federal Agency | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Contractor with EPA or Other Government Agency |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Environmental Justice Organization/Community |
| <input type="checkbox"/> Tribal Government | <input type="checkbox"/> Private Industry |
| <input type="checkbox"/> Other: _____ | |

3. (****Proposal Criteria****) Briefly describe, using **no more than 75 words**, past presentations, training, or public speaking experiences of this presenter. If the presenter has minimal previous experience, please explain why he/she would be an effective presenter/instructor/trainer for this session.

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Fourth Presenter If you do not have a fourth presenter, move to Part III, Speaker Reimbursement.

1. Provide contact/background information for the fourth presenter.

Name: Prefix (Mr./Ms./Dr.): _____ First: _____
Last: _____ Suffix (Jr., Sr.): _____
Professional Title: _____
Organization: _____
Branch/Division: _____
EPA: Headquarters Region Other
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

2. What type of organization does this presenter represent? (*If more than one choice applies, please select the primary organization this presenter is representing in his/her capacity as a presenter.*)

- | | |
|---|---|
| <input type="checkbox"/> EPA | <input type="checkbox"/> Academia |
| <input type="checkbox"/> Other Federal Agency | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Contractor with EPA or Other Government Agency |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Environmental Justice Organization/Community |
| <input type="checkbox"/> Tribal Government | <input type="checkbox"/> Private Industry |
| <input type="checkbox"/> Other: _____ | |

3. (****Proposal Criteria****) Briefly describe, using **no more than 75 words**, past presentations, training, or public speaking experiences of this presenter. If the presenter has minimal previous experience, please explain why he/she would be an effective presenter/instructor/trainer for this session.

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Fifth Presenter If you do not have a fifth presenter, move to Part III, Speaker Reimbursement.

1. Provide contact/background information for the fifth presenter.

Name: Prefix (Mr./Ms./Dr.): _____ First: _____
Last: _____ Suffix (Jr., Sr.): _____
Professional Title: _____
Organization: _____
Branch/Division: _____
EPA: _____ Headquarters _____ Region _____ Other _____
Address: _____

City: _____ State: _____ Zip: _____
Phone: _____ Ext. _____ Fax: _____
Email: _____

2. What type of organization does this presenter represent? (*If more than one choice applies, please select the primary organization this presenter is representing in his/her capacity as a presenter.*)

- | | |
|---|---|
| <input type="checkbox"/> EPA | <input type="checkbox"/> Academia |
| <input type="checkbox"/> Other Federal Agency | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> State Government | <input type="checkbox"/> Contractor with EPA or Other Government Agency |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Environmental Justice Organization/Community |
| <input type="checkbox"/> Tribal Government | <input type="checkbox"/> Private Industry |
| <input type="checkbox"/> Other: _____ | |

3. (****Proposal Criteria****) Briefly describe, using **no more than 75 words**, past presentations, training, or public speaking experiences of this presenter. If the presenter has minimal previous experience, please explain why he/she would be an effective presenter/instructor/trainer for this session.

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Part III: Travel Reimbursement Information

EPA has limited funding available to reimburse presenters for their travel-related expenses. EPA will reimburse the travel-related expenses for only ***one*** presenter (non-federal government presenters only) for each information session or training course. Presenters must ***arrange and pay for all their travel-related expenses*** (airfare, ground transportation, lodging, and food). Those requesting reimbursement will be notified by May 15, 2017, about whether they will be reimbursed for travel expenses. Presenters must submit travel receipts ***after*** the training to EPA's contractor, EMS, Inc., to receive travel reimbursement for this event.

1. Do you or a co-presenter need reimbursement?

Note: Only one person per session may be reimbursed (**For non-federal government presenters only.**)

- ☐ **YES**
☐ **NO**

If yes, which presenter listed in Part II will require reimbursement? (**Only one presenter per session.**)

Presenter's Name: _____

2. Will you still be able to give this presentation if the presenter listed above is ***not*** reimbursed for travel expenses? Please select one of the following responses.

- ☐ **YES – We WILL be able to give this presentation.**
☐ **NO – We CANNOT participate without reimbursement for the above speaker.**

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Part IV: Submit Your Application

1. **Please read and acknowledge the following statement regarding the recording of training proceedings:**

“With the submission of this proposal, I acknowledge that EPA reserves the right to record any portion of my presentation for later reproduction and distribution to training participants. I shall provide to program organizers copies of presentation materials in an electronic format for inclusion on the training proceedings web page. I also recognize that I am required to register for the training.”

☐ **YES – I have read and agree to conditions stated above**

Your Name: _____

** Forms completed electronically DO NOT require a signature. Typed names will constitute a signature and agreement with the given statement.*

2. **Please only respond to the question below if you are interested in having your presentation streamed online (Please refer to Question 10).**

Do you AND your other presenters consent to having your image, voice, and presentation materials recorded and streamed over the Internet to remote participants AND archived online post-training?

☐ **YES**
☐ **NO**

3. **Submit this proposal by close of business on Wednesday, March 8, 2017.**

Submit completed applications via email to muriel.jasmin@epa.gov. If you encounter any issues submitting your proposal via email, please contact Jasmin Muriel (202-564-4287 or muriel.jasmin@epa.gov) to discuss alternate submission options.