



# 2019 OSFA JOHN F. FUTHEY II STATE FIRE SCHOOL

## CALL FOR PRESENTATIONS

**DEADLINE for submission is Friday, December 7, 2018**

Date: May 2<sup>nd</sup>-5<sup>th</sup>, 2019

Location: Tulsa Community College NE and Tulsa Fire Department Training Center

### **General Information**

The OSFA Educational Advisory Committee is accepting proposals for the 2019 State Fire School. Submissions should focus on current issues, lessons learned, creative best practices, participant interaction, and hands-on training. Multiple submissions are welcome.

### **Speaker Submissions**

#### **Submission Deadline**

Friday, December 7<sup>th</sup>, 2018 at 4:15pm to OSFA via trishac@osfa.info

#### **Course / Presentation Types**

- Cold class sessions will have a room setup in classroom or theater style. (**No PPE Required**)
- H.O.T. classes (*Requiring **Any** Appropriate PPE*)

#### **Selection Process**

The OSFA Educational Advisory Committee and other subject matter experts will review all submissions and select sessions based on relevance, timeliness of content, and instructor qualifications.

#### **Room Setup and Equipment for "Cold" sessions**

Rooms will be set up in theater or classroom style. Each room will consist of a laptop, podium, projector and screen. *There will be no internet provided*, so be sure to download all presentation material to thumb drive for upload at the training site. If you have any other special classroom needs, other than items listed above, please include them in your submission.

#### **Facilities and Equipment for "H.O.T." sessions**

Please list any materials or equipment that may be needed or you can provide to support this presentation. This includes any partnerships with a specific vendor or company. Examples include number of cars needed for extrication courses or number of sheets and size of OSB needed.

If your H.O.T. session includes live fire, please notate whether it will be in compliance with NFPA 1403.

## Benefits of Presenting

OSFA appreciates the value that each presenter's expertise, background, and experience bring to the annual fire school. OSFA offers complimentary registration for each speaker and co-presenter and a complimentary t-shirt (if sizes are provided) and registration packet.

## Submission Instructions

- Submissions can be emailed, mailed, or faxed to the OSFA office. (Contact information below.)
- A separate form must be submitted for each presentation.
- Submission of a proposal does not guarantee participation in the 2019 State Fire School.
- Individuals must complete the submission process in its **entirety**.

**Incomplete submissions will not be accepted.**

## There are easy three steps to submit your proposal:

1. Tell us about your proposed course
  - a. Provide a title (*10 words or less*)
  - b. Provide session description (*30 words or less*). If selected, this description will be used in marketing materials and attendee guides. This description should "sell" your session in the most concise and creative way.
  - c. Provide at least three (3) learning objectives for the session.
  - d. Select the appropriate type of training, length of course, availability to teach, minimum and maximum enrollment, ability level and subject matter.
  - e. Identify equipment that will need to be provided for your course
2. Tell us about the instructors
  - a. Provide name, contact information and a bio (*150 words or less*) for the lead presenter
  - b. Provide name and contact information of any co-presenters
3. Submit Proposal
  - a. Please make sure all sections are complete.
  - b. Review for accuracy, make any edits or revisions
  - c. Submit for review to the OSFA office

## If selected, all presenters:

- Agree to deliver the presentation(s) at the assigned date(s) and time(s)
- Grant permission to be photographed or digitally captured
- Agree that the OSFA reserves the right to revise program titles and edit the program summary for promotional materials associated with the 2019 State Fire School for marketing purposes

**Presentations will be selected no later than January 18th, 2019.**

**Non-commercial Nature of Sessions Policy**

Under no circumstances are presentations to be used as a place for direct promotion of a speaker's product.

**Speaker Contact Information**

Please direct any speaker-related questions to the OSFA Staff:

- Trisha Chain, Administrative Assistant: trishac@osfa.info
- Steve Lumry, Administrative Director: stevel@osfa.info

**Submit to the OSFA office:**

By Email:     trishac@osfa.info  
                  stevel@osfa.info

By Mail:       OSFA Educational Advisory Committee  
                  2716 NE 50th Street  
                  Oklahoma City, OK 73111

By Fax:        405-424-1032

*THANK YOU FOR YOUR INTEREST IN PRESENTING AT THE  
2019 JOHN F. FUTHEY II STATE FIRE SCHOOL!*





# 2019 John F. Futhey II State Fire School Presentation Application



## About the Course

Title (10 words or less):

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Session description (30 words or less):

Learning objectives:

1.

2.

3.

Prerequisites, if any: \_\_\_\_\_

Type of training

\_\_\_\_ 1. **Only** classroom

\_\_\_\_ 2. **Only** hands-on training (HOT)

- Will it include live fire? \_\_\_\_ Yes \_\_\_\_ No
  - If yes: \_\_\_\_ Class A \_\_\_\_ Propane Other: \_\_\_\_\_
  - If yes: Will your class be in compliance with NFPA 1403? \_\_\_\_ Yes \_\_\_\_ No  
Please include your instructor résumé.

\_\_\_\_ 3. Both classroom and HOT

- How long will you need a classroom? \_\_\_\_\_ hours
- How long is the HOT presentation? \_\_\_\_\_ hours
- Will it include live fire? \_\_\_\_ Yes \_\_\_\_ No
  - If yes: \_\_\_\_ Class A \_\_\_\_ Propane Other: \_\_\_\_\_
  - If yes: Will your class be in compliance with NFPA 1403? \_\_\_\_ Yes \_\_\_\_ No  
Please include your instructor résumé.



# 2019 John F. Futhey II State Fire School Presentation Application



How long is the whole course? \_\_\_\_\_ hours

Are you willing to give the presentation more than once? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please mark all dates you are available to present: *May 2<sup>nd</sup> – 5<sup>th</sup>*

\_\_\_\_\_ Thursday AM      \_\_\_\_\_ Friday AM      \_\_\_\_\_ Saturday AM      \_\_\_\_\_ Sunday AM

\_\_\_\_\_ Thursday PM      \_\_\_\_\_ Friday PM      \_\_\_\_\_ Saturday PM      \_\_\_\_\_ Sunday PM

Equipment that will need to be supplied by the OSFA (*Please refer to the first page of the Call for Presentations*):

Minimum enrollment: \_\_\_\_\_      Maximum enrollment: \_\_\_\_\_

Ability level:    \_\_\_\_\_ Basic      \_\_\_\_\_ Intermediate      \_\_\_\_\_ Advanced

Subject matter category (please check all that apply):

- |                            |                  |
|----------------------------|------------------|
| _____ Firefighting         | _____ HazMat     |
| _____ Law Enforcement      | _____ Leadership |
| _____ EMS                  | _____ Rescue     |
| _____ Emergency Management | _____ Instructor |

Website with information about the presentation (if applicable):

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# 2019 John F. Futhey II State Fire School Presentation Application



## About the Instructor

*Please write legibly*

Lead Presenter: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Shirt Size: \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ XXL \_\_\_\_\_ XXXL

*If a shirt size is not selected, it is assumed you are not interested and you will not receive one.*

Bio (150 words or less):

Co-presenters:

Name	Shirt Size	Email



# 2019 John F. Futhey II State Fire School Presentation Application



## Important!

The OSFA will provide a State Fire School t-shirt and hotel room for those that travel over 60 miles, if provided the names and t-shirt sizes of all presenters. Please list any additional costs to the OSFA for this presentation and the reason it is requested. If no costs are listed on this form, the assumed cost is zero.

\$ \_\_\_\_\_ For: \_\_\_\_\_

The OSFA reserves the right to revise program titles and edit the program summary for promotional materials associated with the 2019 State Fire School for marketing purposes.

If selected, all presenters agree to deliver the presentation(s) at the assigned date(s) and time(s) and grant permission to be photographed or digitally captured.

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

If you are willing to share your presentation material online, please sign and date on the line below.

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

Submit to:

By Email: trishac@osfa.info

stevel@osfa.info

By Mail: OSFA Educational Advisory Committee

2716 NE 50<sup>th</sup> Street

Oklahoma City, OK 73111

By Fax: 405-424-1032

**DEADLINE: DECEMBER 7th, 2018**

*Submitters will be notified by email by January 15<sup>th</sup>, 2019 if they have been selected to present.*

Thank you for your interest in presenting at the  
2019 John F. Futhey II State Fire School!