



AGMA Proposal Guidelines

Thank you for your interest in teaching opportunities with AGMA. We are always looking for excellent speakers for education classes, MPT Expo education sessions, webinars, and other events. Please complete the following application and submit to education@agma.org to be considered for future AGMA programs.

- 1. Presentation Title:**

- 2. Speaker(s):**

- 3. Speaker Biography (150 word limit):**

- 4. Please indicate your experience with the topic:**

- 5. Presentation Description (250 word limit including the purpose of the course/session):**

- 6. A brief outline of topics covered (1-2 pages – please attach)**

- 7. Learning Objectives (Note – Learning objectives must be clear, specific, and measurable.):**
After attending this session, students will be able to -
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8. **Intended Audience (What level? Who will benefit from this presentation?):**

9. **Type of presentation (Half-day, one-day, multi-day, or webinar (90 minutes):**

The content of this presentation should be purely educational. The promotion of a particular product or service provider is not allowed.

Information on learning objectives is below.

For any questions, please contact:

Leah Lewis, CMP, DES

Director, Meetings & Events

lewis@agma.org

703-838-0061 (direct)

Quick Tips for Writing Learning Objectives

The question at the end of a learning program is always, “How do you know the participants learned? Finish this sentence using an action verb –

At the end of this presentation, participants will be able to:

- *(action verb) (process, product, result)*

Action verbs -

- By using “explain” or “describe,” participants can prove that they comprehend the information from the seminar.
- By using “select” or “apply,” participants can prove that they can apply the information they learned.
- By using “compare” or “categorize,” participants can show that they can analyze information from the seminar.

Program Learning Objectives are written in the following format:

Sample -

At the end of this presentation, participants will

be able to:

- *Explain the issues in sustainability of roofing materials*
- *Describe the process of installing a sustainable roof*
- *Select roofing materials that promote sustainability*
- *Categorize which roofing materials are most sustainable*
- *Compare energy consumption of buildings with different roofing materials*