2024 OAA ANNUAL CONFERENCE

ABSTRACT SUBMISSION FORM

The Ohio Aviation Association invites you to submit a proposal for a session presentation at the upcoming annual conference. Please submit your proposal by completing the information below. Sessions will be 1 hour in length.

Deadline

Deadline for submissions is Friday, February 9, 2024. Primary contacts will be notified of proposal status on or before **Friday, March 1, 2024**. Email this completed form to oaa@ohioaviation.org. To fill out the form fields: download, complete in free adobe or higher editions, save your changes with a unique file name and email to the address noted.

Presenter's Primary Contact Information

Full name: _____

Nickname: _____

Title: _____

Organization: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Office Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Presenter(s) Information

Please complete a VERY BRIEF biographical sketch. One paragraph only. Use complete sentences and provide in third person. Reference example below:

EXAMPLE: Mr. Avi Ater is currently the manager KOAA Airport, responsible for all related functions. He has been associated with the industry since 1980 as an associate with NCCET College. He joined KOAA in 1982 as an associate manager and was promoted to a manager in 1995. He is a graduate of Well-Known University of Ohio with a degree in Public Administration. He was a director and past president of the Best Association.

Presenter 1 Name: _____

Presenter 1 Bio:

If applicable:

Presenter 2 Name: _____

Presenter 2 Bio:

Session Information

Session Title: _____

Audience: _____

In 350 words or less, provide a session description. Include purpose, content, activities, and outcomes in your description.

EXAMPLE: This session will focus on principles of effective training. In this session, we will consider training from both the manager's and trainee's perspective. We will also consider hurdles to training in the various industries as well as learning concepts that are effective in adult education. Training and continuing education can be extremely costly to any organization. Creating a well-rounded training program for your trainee is paramount to setting both the trainee and the company up for continued success.

Session Summary:

Handouts:

If selected as a presenter, a copy, in PDF format, will be posted to the OAA website or conference app for participants only. Additionally, please note how you wish to provide paper copies at the conference:

Check one: ☐ I will reproduce my handouts at my expense and bring it to the annual conference.

☐ I opt only for OAA post my presentation on the OAA website or conference app for attendees only.

PowerPoint Standards:

If you plan to use a PowerPoint presentation, please use:
- light background
- dark and easy to read text.
- and include any embedded files such as videos.

Audio Visual Equipment:

Each session room will be equipped with a laptop, LCD projector, and microphone. As a backup, your presentations should be provided on a memory stick to the event staff for use on the day of the presentation. Please label it clearly.

Availability and Expenses:

If selected to present, you acknowledge that you are available to present between May 2-4, 2023 and are able to pay for your own travel agreements, your hotel room, and your conference registration fee.

I confirm that if selected all the above criteria will be met. This is indicated by typing my name below:

Type Name:_____