

Speaker & Presenter Guidelines



The ASSE Tarheel Chapter invites those interested in presenting at one of our Chapter meetings to submit an application for review by the Chapter's Program Committee. The objectives of the Chapter year are to give our members and guest the opportunity to:

- Determine the key safety, health, environmental and security issues facing our profession.
- Improve their professional skills and knowledge.
- Prepare for the wide variety of challenges in the safety, health, environmental and security fields.

The Tarheel Chapter will be looking for technically oriented and practical presentations that fulfill the needs of our health and safety members. Lecture, panel discussions and demonstration sessions are requested to enhance members learning opportunities.

General Chapter Meetings are usually held the first Thursday of each month. Holiday exceptions may occur for January and July meetings. Additional exceptions will be the April meeting at the Charlotte Knights facility and the Professional Development Conference. Meetings are held from 11:30 am – 1:00 pm. Opportunities are available for companies to host a Chapter meeting at their facility. Meeting [Sponsorship](#) is also a way to support the Chapter.

Materials to be Submitted & Other Info:

Description of the Presentation: Provide a brief description (1-2 paragraphs) on your proposed presentation, for the Chapter to review. This description should include enough information to evaluate the content and assess the level of interest for the chapter members. You must list the learning objectives you expect the members to achieve during this session in order to be considered for selection.

Newsletter Description: Provide a 75---100 word summary of your presentation. This will be used in the publicity materials to describe presentations being offered.

Biographical Data & References: List your name, address, contact information (email, phone, cell phone), education, current position, certifications, professional designations and qualifications. Also, provide a list of your past speaking presentations for the last five years and contact information for three professional references.

Length of Presentation: Each session lasts no more than 50 minutes, of which about 5-10 minutes should be devoted to questions.

Proposal Submission:

Submissions may be sent by e---mail to, Chapter President at president@tarheel.asse.org. Be sure to include all of the required information listed above. In the subject line of the e---mail, include "Tarheel Chapter Speaker Submission".

Note to Vendors & Product Suppliers:

Vendors & Product Suppliers are invited to submit a presentation to be considered. Presentations from vendors & product suppliers *must be* technical in nature on a safety, health or environmental topic and not sales presentations. Any presentation considered to be a "sales pitch" will not be selected. Vendors & Product Suppliers may provide company information to the attendees in the form of brochures or sales related materials at the conclusion of the presentation.