

# SPEAKER APPLICATION



## INTRODUCTION

Howdy! Texas A&M Engineering Extension Service (TEEX)—Emergency Services Training Institute (ESTI) is proud to announce our annual *Call for Speakers* for the upcoming TEEX Leadership Development Symposium. This two-and-a-half day event is attended by hundreds of emergency responders who come to listen to presentations that focus on how to improve their leadership and management skills.

Our mission is to bring together the best minds in emergency services to discuss leadership concepts, ideas, and practices to sharpen the skills and abilities of current and future fire service leaders. The Symposium offers attendees a combination of general session presentations and diverse breakout sessions that focus on all aspects of leadership development. To do this, we rely on amazing professionals such as yourself. We are seeking dynamic leaders who are making a difference in their field of expertise. Are you one of those of dynamic leaders? Do you have an important leadership message to share with the growing community of emergency response professionals who are committed to improving people and organizations?

## NEXT EVENT LOCATION AND DATES

January 20–22, 2025

Frisco, Texas

## CALL FOR SPEAKERS

You are invited to share your expertise during breakout sessions by completing the following application. We strive to provide speakers from diverse backgrounds who can share insight on relevant topics that impact the emergency services and related industries. Some areas of expertise where we are seeking presentations include:

- Motivational Leadership
- Leadership Strategies
- Organizational Development
- Financial Management
- Fitness and Wellness
- Personnel Management
- Change Management
- Mental Wellness
- Technology Leadership

## BREAKOUT SESSION FORMAT

Breakout sessions are scheduled in two consecutive 1-hour blocks. You may repeat the same 1-hour session back-to-back, or you may present a 2-part session.

## SPEAKING FEES

Please note that the TEEX Leadership Development Symposium is offered at no cost to Texas residents and is funded by State of Texas tax dollars. The Symposium is not for profit. For this reason, we do not typically pay a speaking fee to presenters at our event. If you require a speaker's fee, please indicate on your application.

## SELECTION PROCESS

A selection committee will evaluate all speaker applications based on the following criteria:

- Overall quality of application
- Applicability of the topic in relation to the audience
- Relevancy to today's emergency responder community

The selection committee will also ensure that the breakout sessions allow for a variety of topics.

## CHECKLIST

Your application should include the following items:

- Completed speaker application
- Current resume(s) for presenter and co-presenter(s) *if applicable*
- Short 2-4 minute video summarizing your presentation topic. **While not required**, this quick video provides an opportunity for you to showcase your topic. Video can be recorded yourself using a phone or computer and does not need to be professionally produced in any way.

## APPLICATION INSTRUCTIONS

The *Call for Speakers* will be open to accept applications from **January 10 through May 31, 2024**.

To submit an application to be a breakout speaker for the TEEX Leadership Development Symposium, follow these instructions:

1. Complete the Speaker Application on the following pages.  
(*Note: Incomplete applications will not be considered*)
2. Send an email to [Leadership.Symposium@teex.tamu.edu](mailto:Leadership.Symposium@teex.tamu.edu) with the following attachments:
  - **Completed Speaker Application document**
  - **Current resume and professional photo for Primary Presenter**  
(*See application for specific instructions about the photo*)
  - **Current resume(s) and professional photo(s) for Co-Presenter(s), if applicable**
  - **File or Link to short summary video, optional**

Applications are valid for one year only. If you would like to apply for the following year, please submit a new application during the next Call for Speakers.

## QUESTIONS?

If you have any questions, please email us and someone will be in contact with you.

Thank you,  
Leadership Development Symposium Team  
[Leadership.Symposium@teex.tamu.edu](mailto:Leadership.Symposium@teex.tamu.edu)

## PRIMARY PRESENTER CONTACT INFORMATION

Salutation (*e.g., Mr., Mrs. Dr., Chief, Lt.*):

First Name:

Last Name:

Preferred Name, *if different*:

Company /Affiliation Name:

Full Job Title:

Work Phone:

Mobile Phone:

Personal Email (*will not be shared with public*):

Public Email for Attendees:

Permanent Mailing Address:

City:

State/Province:

ZIP:

Country:

Please provide a brief biography written in third person that highlights your career or educational experience. Do not describe your organization's products or services. (120-160 words).

List any local, national, or international speaking experience. If none, then list your experience speaking in front of groups of 15 or more, or teaching experience.

Please provide a description of your organization. (*write N/A if not applicable.*)

Do you have any recorded examples of your face-to-face or online presentations? ☐ Yes ☐ No

If so, please indicate how we can access the recordings.

## PRESENTATION DETAILS

Our Symposium schedule will be finalized based on the number of speakers chosen to present and the format of sessions. To offer variety and best options for attendees, please be aware that we may ask that a proposed 2-part session be changed to a 1-hour session, repeated back-to-back.

### SESSION CATEGORY

Identify which category your presentation topic best fits:

- ☐ Motivational Leadership
- ☐ Leadership Strategies
- ☐ Organizational Development
- ☐ Financial Management
- ☐ Fitness and Wellness
- ☐ Personnel Management
- ☐ Change Management
- ☐ Mental Wellness
- ☐ Technology Leadership
- ☐ Other:

Identify the format in which your session will be presented:

- ☐ Same 1-hour session presented twice
- ☐ 2-part session (*one hour each*) where the second session is a continuation of the first session

### SESSION ABSTRACT

What is the title of your presentation? (*attract attendees by using a catchy or descriptive title*)

Describe your session in 30-50 words using complete sentences written in third person.

Identify at least one learning objective for attendees of your presentation.

Why would this topic be of interest for the attendees? How do you intend to accomplish the learning outcomes that attendees will take away from the presentation?

## PRESENTATION HISTORY

Have you given this presentation at any other events? (online or in person) ☐ Yes ☐ No

If yes, please list the event name(s) and date(s) only within the last 2 years where you have presented it:

Have you applied to present this topic for any future events for the current year or next year? ☐ Yes ☐ No

If so, please list events, dates and acceptance status of future events:

## AVAILABILITY

**The Symposium is scheduled for January 20-22, 2025, Monday through Wednesday.** Breakout sessions will be offered in the mornings and afternoons of Monday and Tuesday.

Select all day(s) and time(s) below that you are available to present during this event.

Monday: ☐ AM ☐ PM ☐ All Day

Tuesday: ☐ AM ☐ PM ☐ All Day

## SPEAKING FEE and TRAVEL

Please keep in mind that TEEX can only pay a flat speaker's fee. Additionally, speaker fees can only be paid after the conclusion of the event. Direct payment or reimbursement of travel related expenses is not allowed by the agency.

Do you require a speaking fee? ☐ Yes ☐ No ☐ Usually I do, but I will waive it for this event

If yes, please indicate your speaker fee amount: \$ (US Dollars)

For remuneration purposes, please indicate whether payment will be issued to you, a company, to a governmental entity such as a federal agency, state, county or city municipality of if you are a TAMU System employee.

☐ Myself

☐ Company, please list name:

☐ Federal, State, Local Government entity, please list name:

☐ TAMU System Employee (other than TEEX), please list name:

Please provide the address from where you (and co-presenter(s) if applicable) will be traveling.

☐ Same as the address you previously entered on this application.

Street Address:

City:

State:

ZIP:

Country:

## REQUIRED DOCUMENTS

Please attach the following documents when you submit application via email to:

**Leadership.Symposium@teex.tamu.edu**

- ☐ **Current Resume for yourself** *(Required)*
- ☐ **Current Resume(s) for co-presenter(s)**, *(If applicable)*
- ☐ **Short 2-4 minute video summarizing your Presentation** *(although optional, it's very helpful to the selection committee. Quick video may be recorded from a phone or computer and sent as a file or link).*

Please note, incomplete applications will not be reviewed or considered. Application deadline is May 31.

## FINAL QUESTIONS

Name of person completing this application:

Have you previously attended the TEEX Leadership Development Symposium? ☐ Yes ☐ No

Have you ever presented a session at the TEEX Leadership Development Symposium? ☐ Yes ☐ No

Where did you learn about the TEEX Leadership Development Symposium Call for Speakers?

Other comments you wish to share:

Selection committee will notify applicants of speaker selections by September 1. Thank you for your interest in presenting at the TEEX Leadership Development Symposium!

## QUESTIONS REGARDING APPLICATION

If you have any questions, please email  
**Leadership.Symposium@teex.tamu.edu**  
and someone will be in contact with you.

Thank you,  
Leadership Development Symposium Team

*Committee Use Only*

Date Received: \_\_\_\_\_

Complete Application? ☐ Yes ☐ No

Requirements Attached? ☐ Yes ☐ No

Notes:

## CO-PRESENTER CONTACT INFORMATION

☐ Not Applicable

Salutation (e.g., Mr., Mrs. Dr., Chief, Lt.):

First Name:

Last Name:

Preferred Name, if different:

Company /Affiliation Name:

Full Job Title:

Work Phone:

Mobile Phone:

Personal Email:

Public Email for Attendees:

Permanent Mailing Address:

City:

State/Province:

ZIP:

Country:

Polo shirt information: *(occasionally provided as speaker gifts, should you be selected)*

Please provide a brief biography written in third person that highlights your career or educational experience. Do not describe your organization's products or services. (120-160 words).

List any local, national, or international speaking experience. If none, then list your experience speaking in front of groups of 15 or more, or teaching experience.

Please provide a description of your organization. *(write N/A if not applicable.)*

Do you have any recorded examples of your face-to-face or online presentations? ☐ Yes ☐ No

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