



2014 Aircraft Rescue & Fire Fighting Working Group Annual Conference **CALL FOR PAPERS**

The ARFF Working Group is issuing a call-for-papers for the 2014 Annual Conference/Symposium and Trade Show in Galveston, TX. This will be our **25TH YEAR** as a national training organization. As in the past, we are looking for subjects that will attract attendance and be particularly topical:

- Case studies on recent events and aircraft accidents.
- Recent events/concerns/interests that will provoke discussion or thought or have content that would generally inspire the aircraft rescue fire fighting community.
- New future for ARFF? International ARFF/new regulations/ new technology//ARFF involved in different airport operations//ARFF involved in Aircraft recovery.
- ARFF Management: Records Systems/Training Programs/Human Resources

We are asking for no more than a 500 word abstract on the subject to be presented. The abstracts should be received as soon as practical, but we will accept submissions until **May 1, 2014**. **Please complete the form on the next page with all requested information including your abstract.** All abstracts should be submitted in electronic format by e-mail to info@arffwg.org. If e-mail is not available, abstracts may be mailed to ARFF Working Group, P.O. Box 1539, Grapevine, TX 76051.

From these abstracts the selection committee will establish the roster of speakers we wish to schedule and will notify those selected by June 2, 2014. Along with those selected for presenting we will also identify those individuals we would like to reserve as alternates in the event that the selected speaker(s) are unable to attend. Alternate Speakers will be notified of the schedule by June 16, 2014

For those presenters that are selected, we request that a complete outline of the presentation and your personal biography (not more than 250 words) be submitted **before August 1, 2014**

All speakers selected to present will be required to follow-up their presentation with an article to be placed in ARFF News. Articles should be no less than 1,000 and no more than 2,000 words as a guideline. Articles will be due within 45 days from the close of the conference. Submission of your abstract will be confirmation that you will agree with this condition.

As in the past we are asking all presenters to abide by a brief and general code of conduct for the presentations. These following items are intended to maintain the focus of the presentation and at the same time allow the presenters to deliver the best possible information.

1. Presenters should refrain from using proprietary product/service names and refer when necessary to products/services as generically as possible. Occasionally a specific reference to a product or service must be made for clarity and understanding but these instances should be kept to a minimum.
2. The presenter's biography will be read as part of the introductory remarks for each speaker. Self-promotion beyond this is discouraged.
3. We expect each presenter to use good judgment in referring to other professional organizations, companies or individuals in a critical manner.
4. The time allotted for the presentation is based on what has been submitted as part of the abstract. Added time has been programmed in to allow for comments or questions either during or after the presentation. The presenter should remain aware of the time remaining throughout their presentation and compensate accordingly.
5. While we enjoy and encourage humor, please respect the diversity of the audience and refrain from subject/topics/comments that may be objectionable.

**2014 ARFF WORKING GROUP ANNUAL CONFERENCE/SYMPOSIUM
CALL FOR PAPERS (Please complete fully and submit)**

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|---|--|
| PresentationTitle | |
| Author(s) (First, M.I. Last Name) | |
| Contact details (Organization, Address, e-mail and phone) | |
| Abstract: (Your abstract <u>must</u> use Normal style and should not be more than one side in length) | |

NOTE: The ARFF Working Group presentation computer works on a Microsoft Works Platform. Presenters are encouraged to submit presentations that work in any of the editions of Microsoft PowerPoint, Word and/or Excel and any videos that are required be in Windows Media Player. Presenters are encouraged to use their own laptop (with associated cables for projectors) should these formats be different from what you are using. The conference staff will work in advance of your presentation to ensure that the presentations and all associated components will adequately work.