

## CALL FOR SUBMISSIONS

Educational Seminars  
CPS DJ/VJ/KJ Summit

Dear Industry Professional,

Are you interested in speaking at the CPS DJ/VJ/KJ Summit or other CPS community events? If so, please fill out the attached Seminar Presentation Proposal and let us know. Presentations must be educational (not promotional) and focused on benefiting our professional DJ/VJ/KJ community.

We cordially invite industry related events to participate in our program. If your event will feature an seminar, panel or workshop that focuses on CPS related topics, contact us to be added to our Recommended Program list so our community will earn recertification points for attending your event. *(visit the event area of our web site for a current listing)*

If you have a unique idea, promotion or learning experience you would like to share please complete the attached forms.

Please, absolutely no product or company promotions without direct sponsorship of the Summit. Product and/or companys wishing to promote must be an event sponsor and may download documentation below:

<http://www.computerdjsummit.com/pdfforms/presenterrequest.pdf>

Directors  
CPS DJ/VJ/KJ Summit  
CPS-Educational Program



**Computer DJ/VJ/KJ Summit**  
 POB 687  
 Port Richey, FL 34673-0687  
 Tel 727.817.1671

**SUMMIT EDUCATIONAL**  
**SEMINAR AND WORKSHOP FORMS**  
 Computerized Performance System Disc Jockey Summit

## OPEN CALL FOR SEMINAR SUBMISSIONS

The Computer DJing Summit (CDJS) will present seminars, panels and workshops during the scheduled Summit held annually. Individual planning or interested in attending are encouraged to submit suggestions to the Planning Committee for consideration.

### Submission Forms:

#### **Seminar Speaker and Topic Suggestions Form**

To be used by individuals who have suggestions for speakers and/or topics they would like to see presented during the CDJS (there is no implied commitment by the submitter of the form)

#### **Seminar Presentation Proposal Form**

To be used by speakers who would like to propose a seminar

### Seminar Length:

Seminar scheduling and length will be determined based on the presentations submitted and accepted. Seminars can be submitted in various formats including but not limited to general sessions, focused workshops, panel presentations, interactive discussions, etc.

### Deadline for Submissions:

In general, submissions will be accepted on an ongoing basis. Submissions received after schedule is full will be considered for presentation during the next scheduled CPS DJ/VJ/KJ Summit.

### Vendor Presentations:

Vendors must be Key-Club members and sponsors to participate.

### Selection Process:

Submissions will be reviewed for selection by the CDJS Seminar Committee based on the following criteria: 1) clearly stated purpose and objective 2) evidence of a solid foundation for proposal content 3) a program format involving the audience and stimulating discussion 4) qualified presenter(s) with a level of expertise in the subject matter 5) presentation is not an infomercial with required purchase to benefit

### Submissions to be Sent to:

CPS DJ/VJ/KJ Summit  
 Seminar Committee  
 POB 687  
 Port Richey, FL USA 34673-0687

*Email questions to: [djsummit@gmail.com](mailto:djsummit@gmail.com)*

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POB 687 • Port Richey • Florida USA 34673-0687  
 Tel: 727-817-1671 • [djsummit@gmail.com](mailto:djsummit@gmail.com) • [cpsdj.com](http://cpsdj.com) • [computerdjsummit.com](http://computerdjsummit.com)

## COMPUTER DJ/VJ/KJ SUMMIT SEMINARS

### SEMINAR TOPIC/SPEAKER SUGGESTIONS

*(Use this form if you are a disc jockey with suggestions for speakers or topics you would like to see presented during the Computer DJ/VJ/KJ Summit - there is no implied commitment by the submitter of this form)*

e-Ticket members are encouraged to submit topics of interest and/or suggested speakers.

Please select the type of presentation you prefer:

#### Presentation Type:

- Lecture     Panel Discussion     Workshop     Other \_\_\_\_\_  
 Would you have a question and answer period?     Yes     No  
 Would you prefer a handout distributed for the session?     Yes     No

#### Skill Level Of Presentation:

- Basic     Basic/Intermediate     Intermediate     Intermediate/Advanced     Advanced

Would you like the presentation focused on a Special Interest? \_\_\_\_\_

#### Topic Suggestions:

Feel free to suggest any topic you think may be of interest to CPS Summit attendees: \_\_\_\_\_

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**Speaker Suggestions:** Feel free to suggest any speakers that you have seen or heard about that you think may be of interest to Computer DJ Summit Attendees – your suggested speakers can be local, national, or international: \_\_\_\_\_

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#### Your Information:

<small>name</small>	<small>company</small>		
<small>address</small>	<small>city</small>	<small>state</small>	<small>zip</small>
<small>email</small>	<small>website</small>		

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# CPS DJ/VJ/KJ SUMMIT SEMINARS

## SEMINAR PRESENTATION PROPOSAL

*(Use this form if you are a Speaker with a proposal for a session)*

**Program Title:** \_\_\_\_\_

**Abstract:** (approximately 60 words). The abstract will be used to advertise your program in promotional materials. The abstract should:

1. be a brief description that provides an accurate picture of what the presentation will cover
2. explain the benefits of the program content and the contribution of the topic to Computerized Performance System Disc Jockey professionals
3. identify the manner of audience involvement

**Description of Presentation:** (approximately 250 words). The description will be used by the Committee to review your submission, and is also required to apply for points for the recertification program. The description should provide:

1. an in-depth look at the content of the presentation and include background information
2. an overview of the presentation and a description of the format
3. a description of the methods, number of subjects, findings and recommendations (if the program is reporting research)
4. learning outcomes
5. methods of audience involvement (ie Q&A, engaging in discussion, sharing effective practices, case study analysis, etc.)
6. relevance of program to summit theme
7. information on the background and familiarity of the presenters with the subject matter

**Presentation Type:**

- Lecture   
  Panel Discussion   
  Workshop   
  Other \_\_\_\_\_  
 Will there be a question and answer period?   
  Yes     No  
 Will these be a handout distributed for the session?   
  Yes     No

**Intended Audience:**

- Basic   
  Basic/Intermediate   
  Intermediate   
  Intermediate/Advanced   
  Advanced  
 Special Interest Group (please specify): \_\_\_\_\_

**Audio-Visual Requirments:**

- Overhead projector   
  Flip Chart   
  Slide Projector   
  VCR/TV  
 IBM w/LCD Display   
 Mac w/LCD Display   
 Other \_\_\_\_\_

**Program Length:**

- 30 minutes   
 45 minutes   
 60 minutes   
 Other \_\_\_\_\_

What is the optimal number of participants for this program? \_\_\_\_\_

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## COMPUTER DJ/VJ/KJ SUMMIT SEMINARS

**Room Set-up:**

- Attendees do not require writing service                       Attendees require writing surface

Special set-up required? \_\_\_\_\_  
 Will these be a handout distributed for the session?

**Participating Presenter(s):** (The presenter will serve as the CDJS Seminar Committee’s primary contact person. The CDJS Seminar committee is responsible for communicating information to participating presenters.) :

**Contact Information:** \_\_\_\_\_

name	job title	
organization		
address		
city	state/province	zip
day phone	evening phone	
email address	website	

**Have you presented to DJs or Music Industry previously?** (if yes list events & topics)


**Have you represented or spoken on behalf of a DJs or Music Industry product?** (if yes please list all)


**Do you sell tapes/cds/dvds or other products as part of the presentation?** (if yes please list all)


- Don't Forget To Attach:**     this 2 page form                       Abstract                       Description
- Biography of the presenter                       recertification info for CPSDJ/CPSME

**Once approved a letter of Presentation Commitment must be signed prior scheduling**