

# **Call for Pre-conference Workshop Proposals**

## **2012 Climbing Wall Summit**



**Boulder, Colorado, USA  
May 17 - May 20, 2012**

# 2012 Climbing Wall Summit

## Call for Pre-Conference Workshop Proposals

Summit pre-conference workshops are important to the success of our annual conference. We received positive feedback regarding the quality and variety of our pre-conference workshops from last year's conference attendees. We invite you to join us as part of a select group of industry speakers, presenters, and experts to help produce the 2012 Climbing Wall Summit.

### Conference Information and Dates

Pre-Conference workshops are designed to provide an opportunity to cover topics in much more depth in either a half-day (3-4 hour), full-day (6-8 hour) or multi-day format. Pre-conference activities are intended to address issues important to the ongoing professional development of climbing wall owners, managers, or staff. Dates for the pre-conference workshops will be Wednesday and Thursday May 16 and 17 for multi-day workshops and Thursday, May 17, 2012 for half-day or full-day workshops. Regular conference sessions will follow on May 18 and 19, 2012. Pre-conference workshops may not interfere with evening events on May 17 or programming on May 18 and 19.

### Pre-Conference Workshop Goals

Held annually in the spring, the Climbing Wall Summit and pre-conference workshops strive to:

- Educate climbing wall owners and managers about sound management practices;
- Educate staff about programming options, risk management topics, techniques, and operations;
- Provide a networking and professional development forum with today's leaders;
- Influence sound climbing wall practices throughout the industry;
- Share practices from a variety of types of facilities; and
- Enrich the sport of climbing.

### Format

The pre-conference format can be **educational, informational, an activity/skills development session, lecture, lecture & discussion, a facilitated round-table discussion, a panel discussion, etc.** Presentation proposals should fit within the general conference objectives of education and professional development and should be tailored to meet the needs of conference participants that represent a wide variety of backgrounds, levels of experience, and facility types from around the world.

### Themes

Workshop themes may include, but are not limited to: **programming, risk management, human resource management, marketing, public relations, events, administration, finance, operations, legal, business planning, training, technology, competitions, emerging issues or trends, special topics, etc.** Proposals will be reviewed by the conference committee and notifications will be made on a rolling basis until all workshops are filled.

Please let us know if you have any additional questions by calling 720-838-8284.

## 2012 Climbing Wall Summit Pre-Conference Workshops

**Deadline:** The Deadline for Submissions is Monday January 16, 2012 (we have approximately 6-8 spaces).

**Location of Pre-Conferences:** *Selection, location, logistics and contracting of appropriate venues for pre-conference workshops will be the responsibility of the presenter.* We can and will provide assistance in locating appropriate venues and other logistical support for pre-conference workshops upon request. Meeting space is available at the UMC on a first-come first-served basis. The cost for rooms at the UMC varies, please call us for more information and we will reserve space for you. Room and AV charges for the UMC will be deducted from the gross workshop proceeds prior to any distribution or payment.

**Presenter Registration:** Pre-conference workshop presenters are provided one complimentary conference registration as a courtesy.

**Agreement:** The provider *must sign an agreement with the CWA to promote and present the pre-conference event* as advertised.

### **Cost to Pre-Conference Workshop Participants (if any)**

Pre-conference workshops are only open to conference attendees. Participants in your workshop pay an additional registration fee for pre-conference events, and revenue is shared between the presenter (70%) and the CWA (30%) after all CWA expenses are paid. CWA will serve as the sole registrar for the pre-conference event.

*Please note*, in order to keep the total cost of the conference reasonable for participants, we suggest the following range of fees: half day \$50 to \$75, full day \$75 to \$150. However, you may set your registration fee as you see fit – attendees will vote with their feet.

### **Cost, Number of Participants, Date, Time, Location:**

Pre-Conference Registration Fee (per participant) \$ \_\_\_\_\_

Minimum Number of Participants? \_\_\_\_\_

Maximum Number of Participants? \_\_\_\_\_

Location of pre-conference: \_\_\_\_\_

Beginning date: \_\_\_\_\_

Beginning time for pre-conference: \_\_\_\_\_

Ending date: \_\_\_\_\_

Ending time for pre-conference: \_\_\_\_\_

Special Facilities or Other Requirements (climbing facility, etc.): \_\_\_\_\_

**Submission Instructions:** Please fill out the workshop application form entirely and return it by fax to 720-528-8200 or email to [events@climbingwallindustry.org](mailto:events@climbingwallindustry.org) no later than January 16, 2012.

## Climbing Wall Summit – Pre-conference Workshop Proposal

**Presenter Information:** *please provide this information for each additional presenter. Please note: complimentary conference registrations are for the primary presenter only.*

**Primary Presenter's Name:** \_\_\_\_\_

I am a  member,  non-member

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security No. or Tax I.D No: \_\_\_\_\_

**NOTE:** *please provide this information for each additional presenter.*

**Workshop Title:** \_\_\_\_\_

**Workshop Goals (expected outcomes for attendees):**

**Narrative Description of Workshop:** (150 words maximum). Please provide a description of your workshop summarizing any goals for the workshop, a general description of the topic or topics to be covered, and who might benefit from attending. If your proposal is selected this description will appear in the conference program.

**Presenter Qualifications** Please briefly describe any expertise in the subject area for each presenter. No résumés please.

**Biographical Information:** (75 words maximum). Please provide a brief biographical description for each presenter (two presenters maximum) including information that may be of interest to a potential attendee, for example your background, qualifications, or relevant experience. If your proposal is selected this description will appear in the conference program.

**Pre-requisites, Cost, Number of Participants, Date, Time, Location:**

Pre-requisites for attendees: \_\_\_\_\_

Pre-Conference Registration Fee (per participant) \$ \_\_\_\_\_

Minimum Number of Participants? \_\_\_\_\_

Maximum Number of Participants? \_\_\_\_\_

Location of pre-conference: \_\_\_\_\_

Beginning date: \_\_\_\_\_

Beginning time for pre-conference: \_\_\_\_\_

Ending date: \_\_\_\_\_

Ending time for pre-conference: \_\_\_\_\_

Special Facilities or Other Requirements (climbing facility, etc.): \_\_\_\_\_

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**Present Short Version:**

I am willing to present a condensed version of this workshop in a 75 minute session during the conference.

**Workshop Type:**

Half-day (3-4 hours)

Full-day (6-8 hours)

Multi-day

**Presentation Format:**

Panel Discussion

Facilitated Round Table Discussion

Lecture

Lecture & Discussion

Hands-on

**Preferred Audience Profile:**

Open to All

Entry Level

Intermediate

Advanced

**AV Requirements**

LCD Projection Device/screen

Flip Chart/Markers

White Board/Markers

TV/DVD Player

Microphone

Other: \_\_\_\_\_

**Submission Instructions:** Please fill out the workshop application form entirely and return it by fax to 720-528-8200 or email to [events@climbingwallindustry.org](mailto:events@climbingwallindustry.org) no later than January 16, 2012.

**Letter of Agreement  
Between the Climbing Wall Association  
and the Pre-Conference Provider**

This Agreement is made between the Climbing Wall Association (hereinafter referred to as "CWA"), and the pre-conference workshop provider (hereinafter referred to as "Provider"). For consideration, and the mutual understandings described below, Provider will offer a pre-conference workshop in conjunction with the Climbing Wall Summit under the following terms and conditions:

1. The Provider will offer a pre-conference workshop as described in the workshop application and on the scheduled date, time and location agreed to with the CWA, if no starting date and time are specified the starting date and time will be considered to be 9 a.m. May 17, 2012. The provider will conclude the pre-conference workshop prior to 5 p.m. on May 17, 2012.
2. Provider will conduct its pre-conference activities to the best of the Provider's ability according to the Provider's professional training, experience, and judgment, and if applicable, in accordance with the current editions of the Climbing Wall Association's publications, including *Industry Practices*, *A Sourcebook for the Operation of Manufactured Climbing Walls*; *General Specification for the Design and Engineering of Artificial Climbing Structures*; *Specification for the Structural Inspection of Artificial Climbing Structures*, and *Climbing Wall Instructor Certification Standards*.
3. Provider shall conduct himself at all times in accordance with highest standards of professionalism, decorum, fairness and good taste. CWA reserves the right to remove from the conference any Provider violating these professional standards.
4. Provider will offer the pre-conference workshop as described in the workshop application provided the stated minimum number of participants register. If there is no stated minimum, one participant will be considered the minimum number of participants required to offer the pre-conference workshop.
5. Providers shall be solely and entirely responsible for all debts or other obligations incurred in connection with any pre-conference event. Transportation, lodging, and other related costs and expenses shall be the sole responsibility of the Provider.
6. Providers shall be solely and entirely responsible for all planning and logistics connection with the pre-conference event.
7. CWA will market and advertise the pre-conference event as an integral part of the conference. Providers may assist in the marketing and advertising of pre-conference events with the prior consent and approval of the CWA.
8. CWA will serve as the sole registrar for the pre-conference event and conference. Pre-conference attendees must register for the summit.
9. Providers of workshops involving climbing, bouldering, route-setting, or other physical activities, will provide, at their own expense, general liability insurance coverage (and other insurance as necessary) on an "occurrence based" form, with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000.00 aggregate limit. Provider will name CWA as an additionally insured and provide CWA a certificate of insurance so stating.
10. Provider shall follow all rules of the host venue and shall not create or allow any nuisance or unlawful activity to exist at the pre-conference event;
11. Presenter shall not use the conference session for the purpose of sales or marketing products or services.
12. Should Provider default in any of the terms and/or conditions of this Agreement, CWA may void Provider's right to conduct a pre-conference event in conjunction with the conference and shall retain all fees collected.

Provider Name: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_