



## 2019 Instructor Submission Guidelines

The 30<sup>th</sup> Annual Continuing Challenge HazMat Emergency Response Workshop  
DoubleTree by Hilton Sacramento  
2001 Point West Way  
Sacramento, CA 95815  
916/929-8855

**September 24 – 27, 2019, Sacramento, California**

The Continuing Challenge Committee is seeking course proposals from instructors on new ideas and practical solutions to the toughest challenges facing today's HazMat response teams. This is an opportunity to present innovative solutions, experiences, and advancements in hazardous materials response to the emergency response community.

The following is a list of course content that is of particular interest to workshop students:

- Basic HazMat emergency response (the core of the Continuing Challenge Workshop)
- Advanced courses
- Industry specific topics such as chlorine, ammonia, propane
- Alternative fuels
- Radiological topics
- Monitoring/detecting/testing
- Responder health and safety
- Environmental concerns
- Professional skills in leadership and communication

Classes may be presented in lecture or panel discussion format and should include common sense, user-friendly, and applicable tips and tricks that students can bring back to their respective organizations to implement. **Year after year, students request instruction that includes exercises, hands-on activities, and case studies.**

**Submission deadline:** Saturday, February 10, 2019 (Midnight, Pacific Standard Time).

Courses will be presented the week of September 24-27, 2019, and are typically eight, four, or two hours long. 8-hour classes are held on Tuesday only. Proposals may be submitted for longer sessions and/or subject matter tracks.

Courses may include specific product and company information provided the presenter includes a demonstration of the product and the course includes the science, chemistry, etc. of the product.

### Submission Specifications

1. Submissions will ONLY be accepted online. Faxed or mailed forms will NOT be accepted. If you are unable to submit your proposal online, please contact Terri Tomasello at (916) 433-1688.
2. Submission of a proposal does not guarantee participation in the 2019 Continuing Challenge Hazmat Emergency Response Workshop.
3. Submitting a proposal constitutes consent from all presenters to be photographed by the Continuing Challenge during the presentation and for the Continuing Challenge to use any such photographs for promotional, communication, and planning purposes.
4. Once a submission is selected, the Continuing Challenge reserves the right to revise program titles and edit the program summary for promotional materials associated with the Workshop.
5. If the submission is selected, information regarding important deadlines and requirements will be provided and must be adhered to.

### Submitting a course proposal is simple.

1. Go to [www.hazmat.org](http://www.hazmat.org) and log-in, or create a member profile and then log-in.
2. Click on the course proposal link on the homepage.
3. Complete all the steps in the application process and submit.
4. Check your e-mail. You should receive a confirmation e-mail from [info@hazmat.org](mailto:info@hazmat.org) within 30 minutes. If you do not receive an e-mail, it is possible that your proposal was not successfully transmitted for review. In that event, please contact Terri Tomasello at [info@hazmat.org](mailto:info@hazmat.org) or by phone at (916) 433-1688.

## Lead Instructor Responsibilities

If you log on and complete the Course Proposal, you will be listed as the "Lead Instructor". Lead Instructors have the following responsibilities:

- Read the submission information and instructor guidelines. Share this information with all additional faculty.
- Distribute information regarding presentation to all faculty members (i.e. acceptance, rejection, scheduling).
- Distribute, collect, and submit to Campus Headquarters course-specific evaluation forms.
- Ensure you obtain permission for use of any copyrighted materials.

### For 8-hour courses total faculty is limited to four:

- Lead Instructor - Maximum one per 8-hour course.
- Co-instructor - Maximum one per 8-hour course.
- Adjunct Instructor - Maximum two per 8-hour course.

### For 2- or 4-hour courses total faculty is limited to three:

- Lead Instructor - Maximum one per 2- or 4-hour course.
- Adjunct Instructor - Maximum two per 2- or 4-hour course.
- Note: There are no co-instructors for 2- or 4-hour classes.

It is the responsibility of the Lead Instructor to assure that all individuals listed as faculty appear at the Workshop as stated in the application.

**Summary:** For each eight hour course, total faculty is limited to 4 (1 Lead Instructor, 1 Co-instructor, and 2 Adjunct Instructors); for each two or four hour course, total faculty is limited to 3 (1 Lead Instructor and 2 Adjunct Instructors).

### Instructor Registration Fee Waiver Policy:

- Workshop registration fees are waived for Lead and Co-instructors only. Meals (Tuesday – Friday lunch, Wednesday evening barbeque) are provided. Registration fees are non-transferable. No other expenses are covered.
- Adjunct instructors receive meals only on the day of instruction.

## Code of Conduct Policy

To ensure that every participant attending the Continuing Challenge Workshop has the opportunity to learn and fully enjoy themselves, the Continuing Challenge Committee has adopted the following Code of Conduct which applies to everyone attending:

- All attendees shall be registered either as a student, instructor, staff, or exhibitor.
- Attendees shall wear their issued name badge at all times during workshop sessions, classes, meals, and exhibitor display times.
- Every student will be provided an individual class schedule, based on their personal request/available classes. Students are expected to follow and attend each class that they have been assigned.
- If a student wishes to change their class schedule they must make a request at the registration desk.
- Meal functions require a meal ticket and attendees shall have their ticket ready to present at the door.
- ALL attendees are expected to conduct themselves in a professional manner at all times during the workshop, so as to be a credit to themselves and their organization or agency.

## Hotel Accommodations

Reserve your hotel room now!!

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Our room block for Workshop attendees expires August 29, 2019, or when full. For complete details see the "Lodging" tab on our website at [www.hazmat.org](http://www.hazmat.org).

## Questions/Concerns

If any special arrangements are required or changes are needed to your course proposal, please contact your course coordinator or Terri Tomasello via email at [info@hazmat.org](mailto:info@hazmat.org) or by phone at (916) 433-1688. The Continuing Challenge will make every effort to accommodate special requests.