



2020 Instructor Submission Guidelines

The 31st Annual Continuing Challenge HazMat Emergency Response Workshop
September 8 – 11, 2020, 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
- Advanced courses
- Industry specific such as chlorine, ammonia, propane
- Alternative fuels
- Radiological
- 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 user-friendly and applicable tips and tricks that students can bring back to their respective organizations to implement. **Students enjoy instruction that includes exercises, hands-on activities, and case studies.**

Submission deadline: Saturday, February 10, 2020 (Midnight, Pacific Standard Time).

Courses presented are 8, 4, or 2 hours long. 8-hour classes are held on Tuesday only.

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. If you have questions, please contact Terri Tomasello at (916) 433-1688.
2. Submission of a proposal does not guarantee participation in the Continuing Challenge HazMat Emergency Response Workshop.
3. Submitting a proposal constitutes consent from all presenters to be photographed by the Continuing Challenge during the Workshop 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.
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 and log in, or create a member profile and then log in.
2. Click on Workshop tab and scroll down to Instructors to go to the Instructor registration page.
3. Complete all the steps in the application process and click submit.
4. Check your email. You should receive a confirmation email from info@hazmat.org within 30 minutes. If you do not receive an email, it is possible that your proposal was not successfully transmitted for review. In that event, please contact Terri Tomasello at 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).
- Ensure you obtain permission for use of any and all copyrighted materials.

For 8-hour courses total faculty is limited to 4:

- Lead Instructor - Maximum 1 per 8-hour course.
- Co-instructor - Maximum 1 per 8-hour course.
- Adjunct Instructor - Maximum 2 per 8-hour course.

For 2- or 4-hour courses total faculty is limited to 3:

- Lead Instructor - Maximum 1 per 2- or 4-hour course.
- Adjunct Instructor - Maximum 2 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 ensure that all individuals listed as faculty appear at the Workshop as stated in the application.

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.

Instructor check in times (the Registration office may close for lunch from 11:30-12:15):

Monday: 3:00 p.m. – 5:30 p.m.
Tuesday: 6:30 a.m. – 5:30 p.m.
Wednesday 6:30 a.m. – 5:30 p.m.
Thursday 6:30 a.m. – 5:30 p.m.
Friday 7:00 a.m. – 10:15 a.m.

Hotel Accommodations

For information, please go to our website at www.hazmat.org under the Workshop tab and scroll down to the "Lodging".

Shipping labels

To better ensure properly delivery, please go to our website at www.hazmat.org under the Workshop tab and scroll down to the "Instructors" section where the shipping labels are available to print.

Questions/Concerns

If any special arrangements are required, please contact your course coordinator. If changes are needed to your course proposal, please go online to your existing instructor application to easily make changes.

If you have questions, please contact Terri Tomasello via email at info@hazmat.org or by phone at (916) 433-1688.

Once again, our hotel is the

DoubleTree by Hilton Sacramento
2001 Point West Way
Sacramento, CA 95815
916/929-8855