FOR PROSPECTIVE MODERATORS

AN INDEPTH SUMMARY OF SUBMITTAL REQUIREMENTS FOR THE 2026 APA CALIFORNIA CHAPTER CONFERENCE IN LOS ANGELES, CA

If you want to get a head start understanding the content of the 2026 Chapter Conference submittal requirements, the explanations below walk through the form for Education Sessions, Student Program Sessions, and for Mobile Workshops (new for 2026)! Note: If you have submitted a proposal in prior years, you will find that we are now using a different platform.

Once you begin the submittal process, you will be able to save and update your proposal as often as needed until the submission deadline. APA California and the Conference Host Committee ask that your proposal be as complete as possible to allow full consideration of including the session in the conference program offerings.

Prior to submitting your proposal, please review the following elements of the proposal form and what is required for you to complete before moving to the next portion of the form.

ALL SESSIONS THIS YEAR WILL BE 75 MINUTES IN LENGTH

This year, the submittal form will ask you to confirm the Moderator who must submit the proposal, but then will branch into data fields that differentiate among Education Sessions, Student Program Sessions, and – NEW THIS YEAR – Mobile Workshop Proposals.

The following fields of information follow the steps a Moderator will find in the submittal form itself

SESSION TITLE – ***100 characters maximum***

- Provide an attention-grabbing title that reflects session content and any tie into the conference theme.
- Note the character limit, so if your title is running long, please revise it instead of letting it be cut off when it reaches the character limit.

SESSION TYPE

- Most Moderators will submit for an Education Session, which will be placed within the main conference program.
- Submittal for a Student Program Session should be identified at this point. These sessions are intended for student attendees or new planners. They are not expected to meet criteria for CM credits.
- New this year is an opportunity for anyone to submit a proposal for a Mobile Workshop. The following information must be included in the submittal:

- Title
- Session Summary
- Session Abstract
- Learning Objectives
- Topics

All other information is optional at the time of submittal but will be required if your Mobile Workshop proposal is accepted.

Education Session & Student Program Session: Proposer/Moderator & Speakers
Mobile Workshop Proposal: Moderator Required/Speakers Optional

- The **proposer of a session *must be* the Moderator of the panel**. While all speakers will receive updates and important information, the Moderator will be responsible for confirming and finalizing the panel, presentation, speaker changes, etc.
  - An Education Session proposal requires a Moderator and at least two (2) speakers.
  - A Student Program Session requires a Moderator and only one (1) speaker.
  - A Mobile Workshop proposal requires only the Moderator upon submittal.
- When a Moderator lists a proposed speaker, both the Moderator and that speaker will receive an email stating that they have been included as a speaker; therefore, Moderators are advised to check with their speakers in advance about proposing them on a panel.
- While all speakers will be instructed how to modify any of their personal information, the Moderator is the individual responsible for all changes to session title, topic, or abstract. The Moderator is further responsible for their speakers' making changes in accordance with deadlines and for receiving instructions from the Chapter about all timelines and requirements, including on-site preparation and set-up.
- A headshot for each speaker is requested; however, headshots may be submitted as a modification to the session proposal through the end of the submittal period.
- Any Moderator or speaker submitted must at least include their name and a valid email address. Modification may be made to any information prior to the submittal deadline.
- **Education Session:** Providing a complete speaker panel will help reviewers make a thorough and accurate assessment of your proposal

SESSION SUMMARY – ***300 characters maximum***

- Provide a short description of the session for the conference website and mobile app.
- If you are using a portion of the Session Abstract as your Summary, please be sure it gives a complete picture of your session.

SESSION ABSTRACT – ***1,500 characters maximum***

- This is a key portion of your session proposal that will be evaluated by the Programs Subcommittee for inclusion in the educational program.
- The abstract should outline the session, including a relationship to the conference theme.
- If unique, include a description of the format of your session within your abstract (e.g., panel discussion, interactive session, etc.).
- The session room setup remains theater style unless you have requested a room with rounds.

LEARNING OBJECTIVES

- What does the session expect the attendees to take from the session and bring back to their job?
- What new understanding, demonstrable skills, or knowledge will the attendee gain?

SESSION TOPICS

- Identify the primary topic that your session is addressing. Sessions will be assigned to reviewers based on this topic, so multiple sessions on the same topic can be identified.
- A secondary topic may be identified if the Moderator believes an additional topic is substantively addressed but as a more minor aspect of the session content.
- **For Education Sessions Only**: Note that the secondary topic list includes law, ethics, and equity & diversity, which are not in the primary topic list.
    - Select one of these secondary topics if your primary topic includes substantive discussion about legal aspects or ethical aspects/treatment, or your topic uses an equity or diversity lens.
    - If your session qualifies for mandatory CM credits for Law, Ethics, Sustainability & Resilience, or Equity, please see below and respond to the requirements for this type of CM credit for attendees

ADDITIONAL INFORMATION

Additional Information Form

- Data fields within this form will vary by submittal type.
- **For Education Session Proposals**: In some cases, 75 minutes may be inadequate to present comprehensive or expansive subject matter.
    - DOUBLE SESSION REQUEST: If you believe that your submittal should be considered for a 'double session' (i.e., 2 consecutive 75-minute sessions), indicate 'Yes' and provide justification for the length.
- **For Education Sessions and Student Program Proposals**: Most session rooms will

be set in a ***theater style*** with table and seats, podium, and microphones set at the front of the room.

  - There will be only one (1) room with round tables available in each Session Block throughout the conference.
  - IF YOU REQUIRE A SESSION ROOM WITH ROUNDS for your workshop or discussion format, please indicate 'Yes.' (NOTE: Requests for rooms with round tables that are received after the close of the submittal period may not be able to be accommodated; on-site requests absolutely cannot be accommodated!)

- **For Mobile Workshop Proposals**: All abovementioned information is optional for you to include with your submittal; however, providing such information could increase the likelihood that your proposal will be selected for inclusion.

Additional Information for Education Sessions Proposing Mandatory CM Credits

- APA provides general and specific criteria that session proposals must meet to be eligible for Mandatory Ethics CM Credits, Mandatory Law CM Credits, Mandatory Sustainability & Resilience CM Credits, or Mandatory Equity CM Credits.
- The general criteria for any of these types of Mandatory CM Credits require that the sessions meet the following:
  - Be a minimum of a 60-minute session on that topic.
  - Requires at least one (1) speaker who is AICP certified.
    - Ethics CM Credits: Requires the majority of the panel be AICP speakers.
    - Law CM Credits: Requires an attorney to be a member of the panel.
  - Present a diverse panel of speakers.
  - Include current application of the topic.
  - Address specific criteria for the topic submitted.
- The topic-oriented criteria are on the APA website Criteria for CM Mandatory Credits (planning.org)
- If 'Yes' is selected for any of the four types of Mandatory CM Credits, an explanation is required based on the APA criteria for that topic before moving to the next portion of the submittal form.

Equity/Diversity/Inclusion-Focused Sessions

- If your session does not meet the specific criteria to be eligible for Mandatory Equity CM Credits (see above), particularly regarding having an AICP member on the panel, we are still very interested in knowing whether your session addresses the following:
  - Just and fair treatment of individuals or groups in society;

- Awareness, understanding, and appreciation of our differences;
- Outcome of equity and social justice work for all people; or
- Implications for disadvantaged communities by conveying relevant facts and analysis.

- You will have an opportunity to explain your session focus. You will still select a primary topic, perhaps a secondary topic…just check the box provided and explain how the lens of this session is based in Equity, Diversity, or Inclusion.

FINALIZE

In this section, the Moderator:

- Submitting the session proposal will be asked to confirm that they have read these instructions before completing the submittal application.
- Will also commit to confirming their intent to participate in the conference if they receive an acceptance letter.
- Must commit to being the link between APA/Conference Host Committee and their respective speaker(s).