

Symposium Submission Tips

Please stand by for realtime captions.

Before we get started if you're on the Adobe and if you need Ellingson myself or Barbara an email, and we can give you the link but if you login through Adobe there is four questions here and this helps us get a sense of who has taken advantage of the webinar and what people expect to get out of it and whether or not they have been to a symposium in the past. If you could take a moment to put your answers in that would be great and we will get started in just a couple of minutes. Thank you.

Hello?

Will get started and just about a minute. If you are logged onto the Adobe if you wouldn't mind answering the polling questions, that would be fantastic.

No problem.

What is the address?

Are you asking for the address for the Adobe website?

Yes.

It was on the announcement but I can give it to you but I will do it as well as I can. It is <https://fema.connectsolutions.com/symsubmission/> . If you got a bulletin for this webinar than the address should've been in that as well.

I'm already registered.

I am also already registered. I am sorry.

So if you go to the Adobe you should be able to see the polling questions but I just heard from somebody was on who says the answers will not let them type in so I do not know let me see if I can do a test. I was able to collect with my current status is. So there is people already entering, so it is possible. Maybe just cannot see it after you push your answer button. It is working out. Okay. So I'm going to leave that up there just for a minute to give people just a moment to look at that. If you are not online, we will have the PowerPoint available and Barbara will talk to us a little bit more about that sort me start and say welcome. My name is Wendy Walsh and I'm in the higher education program manager for the FEMA higher education program and we are within the national training and education division and today the webinar is on tips to prepare a successful symposium submission so we have about 1.5 hours set aside for this. We probably do not need all of that time, but so far I see that nine people are signed up through the Adobe so we should be having time to answer all of your specific questions. Let's go ahead and get started in the next person I want to introduce is the program assistant for the her education program Barbara Johnson . She is our guru of the webinar and she is going to give us some administrative remarks.

Good afternoon. For submitting your questions, you can use the chat which is right at the bottom of the screen and we will either capture them during the webinar when we see them where they will be captured for later at the ending we will catch them then and read them and answer them. Also we will open the line so that anyone who would like to ask a question can do so. Filesharing and resources you can see there is a file share and we have the PowerPoint there for you to download directly and we also have the submission template you can download as well as the information that is on our website along with a link to the online application and the instructions. This is new to us this year but you might want to read through the instructions first because our application is different and the application that you would use to apply for courses. So again be sure that you check that information. This session is being recorded as we speak and it is closed captioned. Down in the left corner you will see a link and if you need the closed captioning go to that website and it is real time so that you can read what is going on if you have a little trouble hearing. I have included the code and you will need the code to be able to access the closed captioning.

I'm sorry to interrupt but I am not seen anything. You say you have slides up?

Yes.

I cannot see those.

I do not see them either on the website.

You do not see any showing?

Nothing.

My computer will not load the site that connects but maybe you can follow by just making sure that you read to us the information that is on the slide.

I am. The webinar will be a for about a half hour or so following the presentation, and then I will close it. It has been recorded, and it is been recorded exactly the way it is right now so that you can get everything back. That will be posted to the website and I will also put in the newsletter this week as soon as it gets posted. To get more information about the higher education program and symposium and to follow up with the presenters and all of that will be on a slide at the end of the webinar so you will be able to have the email

addresses as well as a link to the higher education website that has all of the symposium information . That is it for my presentation part.

I apologize if people come usually I am the one who has trouble getting in. This is Wendy Walsh again and I can see it and so I would ask for you that if you have registered on the register link that I write to you it is not on our website. You have to register and then you get a link and then you follow that link that is for your registration for you to get access in. You might try popping out again if you have not already and restarted because there are several people who are able to see it and I am able to see several people's names on here to go. So I know it is working for some people but I will make sure that I read most all of the words on the slide to cover the intent of it and as Barbara said, these will all be made available to you and the recording you will be able to see the slides and to hear what we had to say as we are saying that later also. The next slide that I have is titled tips to prepare a successful symposium submission . It is presented by me but I want to introduce Dr. Jamie Stacy and she is from Arkansas Tech and we are the co-leads of the symposium planning special interest group so we are going to be covering the content together. I will tell you a little bit more about the structure of special interest groups. It is not the topic of this webinar, but I would like for you to be aware of all of the opportunities that you have to engage with our program. The next slides states purpose and objectives and I just have five things that I want to make sure that we cover today. I would like to provide you with an overview of the symposium it is our 22nd annual symposium on I want to talk about the theme and there's three different tracks and what they mean and kind of what falls into them. I would like to review the submission process and then go step-by-step through the submission content and the original template that we had and Jamie will share with you a template that she created to make sure that she could submit all of the information and she is going to go to that step-by-step and we will answer questions and I will talk to you about other ways that you can engage with the higher education program.

The next slide without further ado is everything but I'm excited about and it is imagination, improvisation, and innovation in emergency management education so on this slide there is four boards to tell you a little bit about what we are doing and it guides a lot of the submissions that hopefully people will be thinking about and what they are doing contributes to imagination, improvisation, and innovation in emergency management education education. We offer workshops and so on the first day of the symposium it is always the first week of June so this week it is June 1 through the fourth and on the first day we host workshops and they are usually a lot of half-day but some full-day workshops and they cover a few topics. Every year we have a couple of workshops and we do an integrating GIS and we always provides a workshop of a program startup and sustainment and this year we will also have a workshop on innovative methodology and we are having our FEMA grants division come to talk about FEMA grants as well as other grants emergency managers should be aware of and how to teach grant writing and management in academic programs. We have a workshop that is going to be on the scholarship of teaching and learning I will talk to you a bit more if you're not familiar with that term scholarship of teaching and learning I will tell you about that and that we have two other workshops and one is on the next generation core competencies and I'm hoping you might be familiar with those competencies and if you are not we can provide a link in the chat but those are competencies that build off of probably about seven or eight years of research of looking at what are the standards that we need to teach and the content that we need to teach in order to educate the next generation of emergency managers and we have found programs are aligning curriculum and there is a burgeoning effort to do program accreditation and those are also aligned so this is important that academics in the field need to be familiar with and the last workshop we are going to be hosting this year is for student research. We have a couple of faculty coming from the Sakota and from Akron he will be opening up to share and present research and get some nice constructive critique. That is kind of the workshops. We are also going to share relevant and useful knowledge through the community mentoring faculty students who usually have between 250 and 300 participants who come from the academic community and we also have practitioners from both emergency management and homeland security as well as representatives from FEMA regions who come to our higher education symposium. Last but not least we showcase successful programs, highlight new and effective resources, and we do that through errors omissions to the great work that you might be submitting as well as through our plenary sessions.

Are there any questions about the theme in general? As Barbara said come you can type them in but also since we have kind of a small group if you have a question as we go along and especially for those of you who might not have the visuals in front of the let's just collaborate on this. I will go ahead and go to the next slide, which is about the three tracks so I mentioned the SoTL the scholarship of teaching and learning in the research track it is really about not just the methods although definitely want to talk about and share what we are seeing used most commonly in the discipline of emergency management and homeland security and the challenges and appoint disciplines that maybe are more readily used or methods are more readily used in other disciplines and then about integration of research projects into our curricula. The last is program policy

and administration so the scholarship is really the inquiry of student learning at the postsecondary level. It can advance the practice of teaching that we are really looking at how can we look at how the teaching and learning happens to informed her teaching moving forward. Most SoTL research has occurred outside of the emergency management and homeland security discipline. There is a robust amount of literature on this topic of SoTL looking at the reflective nature of how we teach and learn. Submissions that address all or some of the following . You might be look at what are some trends that you see in teaching or learning. Opportunities, challenges, benefits. I need applicable theories and tools or programs or course assessment looking at online learning and how are you measuring learning outcomes. And/or creating and maintaining community partnerships in SoTL. Are you sharing teaching practices and curricular or doing any sort of research on how you are teaching specifically in emergency management or Homeland security? The second track these submissions should address current research immigration and how are you finding what is the latest and the greatest research that is out there and integrating that into your courses? Are you using case studies? What research methods are you using to promote expiration and understanding of relevant emergency management topics or any techniques that you have for teaching in the programs. So any of those sort of threads or topics, they will fall into that research and methodology. The third track is program policy and administration. Submissions for this should include successful approaches and practices and challenges related to program administration of emergency management and homeland security programs which can include blended programs so some of them see more of an emergence we have both emergency and management and homeland security being taught together as well as other disciplines such as emergency management and public health or emergency management and criminology or Homeland security and cyber security. Really talking about what are some of the challenges and barriers in sustaining programs where you have these blended disciplines. Other topics could include securing jobs, internships, service learning, sustainability we have noticed a few schools are driving and others are struggling to get to know students. So topics like that. Research that you are doing and case studies that would fall into that area.

If you submit to one of these tracks and the reward feels it really needs a different track for example as I mentioned in the research and methodology you are looking for techniques for teaching and you really have done some reflective data collection and analysis on how you are teaching that they would look at that and say this really feels like it might file more aligned with the scholarship of teaching and learning. So there may be some moving around or shifting from what you submit and what the reviewers see it fitting in. We do try to fit everybody into the program, but we always get more submissions than we actually have slots for. If we do find that information is pretty good and has some important information but maybe not fully developed for one hour or 1.5 hours or a two hour session, we might recommend that a submission consider submitting in the form of a poster, which can aligned with any of the three tracks with more specific instructions on how to do the poster can be found on our website. You can choose to just submit a poster. There is guidance on our website specifically on what you need. It is basically similar information. A lot of times the research posters will be more research-based and we always try to get people that option. I'm going to go ahead and go to the next slide which is about what is on the higher education program website so I hope you are really familiar with the higher education program site and it is <https://training.fema.gov/hiedu/edu> and on the conference website you will find application information and an overview of the symposium and tracks that I have just shared and think we have it up there but if we do not we will have it up there soon. The blind review rating criteria for submissions. So we do have a rubric that we are applying and this is a single-blind review. It means that if you make a submission like I submit to the symposium and my name is on the submission and it is Wendy Walsh from the school . When the reviewer gets it, they do not get notice that it has my name on it. All of the identifying were the source work came from is scrubbed. Last year we tried to scrub that off at the top and then found people had mentioned names and other things in the body so really be careful of you describe your objectives and your abstract that you refrain from putting in information that could be identifiable but we really want our reviewers to do the review not based on any assumptions or advanced perceptions of you or your school but really based on what you submit. The higher education program website provides the important states so that you do not miss it, and then we have a proceedings publication. I see one of our participants is Bernard Jones, who has been leading the proceedings publication he can find 19 and 18 proceedings on our website. We will also be developing a proceeding for the 2020. This is really important because our community is very large. Not everybody can make it at this time or make it to the symposium at all, so they really rely on the postings that we put on the website providing insight into what occurred. Are there any questions now on what is on the website and the theme?

Hello. This is Laura O'Connell. This is my first time participating in a symposium. I'm aware that some people from the recovery directorate are new this year. If I am submitting an application for is a workshop or a presentation, do you still want me to make sure that my entry is blind?

Yeah. The only exception, Lara, is if you are interested in the recovery division and hosting a mother workshop for a full day, those go through a different process. Information that comes from a FEMA director is incredibly valuable to our community. If you want to talk about new courses and new efforts and new findings and new cases coming out of the recovery directorate and you would have the content then you wouldn't go through this process. We would find a space for us to host a workshop on Monday for that. If it is a smaller delivery where you want to talk maybe more in depth about a certain case or a certain training or something like that that would be around the one hour or two hour soda delivery, then we would go ahead and put it through this review process.

Okay. Great. Thank you.

Your.

Any other questions? All right. I will go ahead and move the slide forward and introduce Dr. Jamie Stacy from Arkansas Tech. I introduced her at the top of the webinar as my co-lead for the higher Ed symposium and SIG and she will talk was about the information. Jamie takes care of organizing all of the submissions to make sure that they get to the reviewers and is also served as a reviewer in the past. I will turn it over to you, Jamie.

Thank you, Wendy. What is really interesting is over the years we have tried to establish a form that we can use to make sure that we get the information we need to potential applicants for this submission. At times we have felt like there was pieces of information missing, so as a group, several of us in the higher education committee determined what we had on this form so you will see that as a submission template and as Wendy mentioned, it is optional and that is because of some other regulations that this will become official and required in the future. This is just a way to make sure that you have all of the information. I will talk a little bit about each of the pieces and what we are looking for and what you need to have the very first thing is the session title. This is really important. And is to be no more than 10 words were about 100 characters pick the reason for some of these requirements are for printing purposes. We keep that in mind when you are creating your title and things like that. Some of the requirements we put in might seem a little restrained, but that is because of the limitations that we have in printing. The second piece is identifying the track and Wendy did a really good job helping us understand what those different trends remain so placing it there helps me know who to send it to for a review. I am not reviewing these in depth to make sure that you have aligned it in the right place, but if it gets to one of the reviewers and they feel like it belongs at a better track we will suggest that it be sent over. And I'm the one who tries to remove as much identifying information as possible so I really appreciate limiting that and having a list of all of the presenters and making sure that we all know who is presenting. With the presenters we ask for name, address, phone number, email, their institution, interest in key topics of research, and a short biography. This is important progress for all of this up front so that we can get the publication ready for the conference. If we wait too long to get it makes getting all the publishing documents difficult to get in time. The next piece is the abstract. This one is a little bit different because so many of us are used to writing abstract in the terms of journals but this abstract has to be less than 50 words and for the program and that is why it is so short. I know it seems extremely short shorter than we are used to writing, but as a way to be really brief and mentioned the key points so that participants can decide which of these different presentations to attend that day. On the presentation structure, this is something that we have a lot of challenges with every year. On the call for submissions, there is a description of what we mean by each of these. So there's the panel. If you are doing a panel, we are asking that you put the panel together. Making sure that we know who is on the panel. A research paper presentation, a roundtable, a workshop at the biggest thing we do have with workshops is some people think that they are submitting for a mother workshop. We do not need this information for a mother workshop that is something that goes through different parts for the workshop would be about 1.5 hours or two hours you are fostering professional development and sharing your knowledge and expertise and then there is a poster option as well if you're interested in doing the poster presentation and there is a group of instructions for that. It could feel like something else and that is okay. It just helps us to understand you know the audience and the way we need to set things up for you to facilitate your needs. This year something that we are asking for is a time or iteration. How long do you think you are going to take? This does not mean that you will get that amount of time, but we are asking for you to kind of let us know do you need about 45 minutes or one hour for two hours? How much time do you need so that we can help to ensure that you have the time to complete the presentation the way you had designed it. This year we have also added in intended audience. Sometimes when we have had presentations, maybe we have it better suited for a new program getting started and some experienced faculty has attended at the like they did not get anything out of it and then has been times we had something that was advanced for someone taking it to the next level and a new faculty member wasn't ready to jump in. This does not happen all the time. Sometimes it is really appropriate for anyone. Let us know it would be better suited to one these groups so that will help us to make sure we can let the participants know so that they are

not choosing a presentation that is above the level are well below the level that they currently have. Other basic things do you need an equipment other than your basic software. That is about it. I think the deadline is something everyone kind of alternate. It is coming up rather quickly here the end of the month. The submission is in bright red here to let you know the email address that we submit to pick this is a little different than it has been in the past. We implemented it at the end in the last year, and so Barbara and Wendy got this email set up and it keeps her from getting lost in her email. Make sure that any submissions contained all of this information and it is fema-hiedproposals@fema.dhs.gov .

The sample template here on this next slide shows are all about and is just set up to make sure you do not forget any information and it is available on the file share also. I think I kind of covered everything on it but if you just want to see what it looks like that you can use. The last thing is session outline and detailed description. We do need to know what is about to make sure that you include a detailed outline or description. You do not include your entire paper here but I guess that is a possibility if you have a paper you have written do you want to present the findings from but we just want a detailed outline or description of what you are presenting. Again, make sure in this area when you submit this that you try to leave out names or university affiliation. That way it will stay truly a blind review process. I will turn it back over to you, Wendy.

Thanks, Jamie we have been asked in the past about what we want in terms of an abstract. This is in the same set of abstract that you do for a journal article, but we are looking for something pretty concise. That is what we ask for in the beginning because we put these into the program and then we end up getting things that were so concise that it didn't really tell us what was pixel on this slide have an example of what is an unclear description what is a clear description and the limit we are looking for is 50 words. We thought this might be good. For those of you who do not have the visual I will read it. Hopefully you can look at it and for those of you can see it I apologize. So the unclear description just says panelists will drop from the subject expertise and teaching experience in emergency management to highlight successful programs and approaches. The clear description as this presentation will showcase successful practices of institutions to engage the whole community in emergency management competency development and lifelong learning and they will discuss what makes a program six successful and there will be research on integrating core competencies into curricula. That would be pretty nice if somebody rather than the program they were no I am interested in a two-year program and how they integrate competencies and how people work between practice and academia. All of those things would come out that you would be attracted to that submission because you are drafting, really think about who is the audience that you want in your session to continue the discussion and understanding of your work. You might even share it with some of your colleagues that you are working with but I always find it is much better and helps to refine that. So just a simple example. I mentioned the review process and here is a little bit more detail. All submissions are going to be peer reviewed and each

Has a lead reviewer has already been selected. I will be adding into the newsletter this Friday. If you know others were interested in reviewing we hope people will serve as reviewers and if you do submit if you submit to the research track but you would like to review in the SoTL that is perfectly appropriate for you to do that. If you end up serving as a reviewer and reading the submission you realize I know that that is Wendy that we asked that you recuse yourself from that when you find it is maybe not blind. I just want you to know that you're all welcome to serve in the capacity. It is a great experience to see what are submissions that are coming and also provide constructive criticism how to make submissions that might be more clear in the future. I am hoping by the first week of March and then we would have them back and the reviewer will take each submission to reviewed by at least three people. The lead reviewer will get those reviews back and aggregate the scores from the rubric and then provide us the final aggregated score. For the end of March and the beginning of April and that we will take our review recommendations and the submitters will be notified. So I sent out an email to every person who submits to say congratulations you have been accepted and at that point we already will tell you what time you are going to be presenting. If it doesn't work, we are hoping that it works. We are hoping most people submit will make a commitment to come to the entire symposium because as Jamie mentioned , asking people who only need 45 minutes or need 1.5 hours we are able to maximize the session space that we have putting together the puzzle pieces once we get all of the accepted ones you will get that information and if you have been conditionally accepted you'll be given a slot as well with the hopes that he will make the remedies that the reviewers us for and they might ask for clarity on something that your roads or a reference or just more information. We had about a handful of submission last year that were accepted mainly abstracts that needed to be reworded and information was missing and things like that. Then there are some that are rejected so it is always hard and if it is still a good topic we do offer people to consider submitting a poster to help them through the process of getting their ideas into the poster

format. The whole idea of the symposium is intended to be a professional development opportunity's of course we want to capture the body of knowledge and what is happening across the community, but we also want to give people the opportunity to learn and grow and improve. It is really not about wanting people not to or an exclusive group that only certain people can get into. There really is a concerted effort to help people continue to improve their submissions and be provided with an environment to share their ideas. Jamie mentioned important submission dates and I will extend that. The deadline for submissions is February 28. I will be notifying you of the acceptance in about mid April. End of March and beginning of April I will get all of the data in from the reviewer's. Rebecca Rebecca and Barbara and I will put together the agenda and send out the notification and we also need you to stay on top of the deadlines of the event accepted that have to be in by May 2 we probably should've reversed those wanting the submission of your final presentation and then if it is different than what you need to print it. Sometimes people will bring in the presentation PowerPoint they will also have a handout that goes along with it or pieces of articles that have gotten the copyright to share we can then print those materials so you do not have to come with a bundle of materials when you come. It is right around the corner only six days away on February 17. If you have to have, some schools require you to have an acceptance submission in order to attend. If we have international participants who are listening later we recommend that you register. Meet the 17 deadline. If you submit and it was a requirement to attend and for some reason you do not make it then we can and register you but rather than not have you register by the deadline because there is a lot of things we have to go through with international participants to clear them for campus access. And then the registration deadline for the domestic is April 24 we always encourage people to register at the soonest available time. We do offer on-site housing or lodging with 250 rooms available and more than 250 attending. If you do want to offset cost you should register sooner rather than later.

Any questions on the submission dates or any of the other parts about submissions? In the next slide I am going to talk about a few other ways that you can engage with the higher education symposium. If you are not looking at the chat, Barbara just highlighted that the posters are all printed here so if you participated in other conferences and have had posters accepted, many times they require you to bring your own posters and we are really fortunate here that we have in our budget we actually can print those posters. And you can take those posters with you when you leave so you can hang them up in your department wall or in your apartment or whatever. That is a service that we provide to make it easier so thank you for highlighting that, Barbara.

Other opportunities to engaged. You can either email Barbara and maybe she will sleep the link to our special interest group page but we have about 15 different special interest groups and you now know that Jamie and I was leading and some of our members Bernard is on the call and we have about 20 people who are on who are part of that special interest group and we also have a lot of other special interest groups one covers theory and research really looking into how are the theories of emerging. We have a SIG about science and technology integration and this year we are hoping and have started to reach out. Is to always provide a workshop with what the recent activities were to our community. We are hoping to get them back this year. We have a scholarship of teaching and learning special interest group the SoTL special interest group. Every year we select nine people to go to an annual meeting of the American education research Association which is happening in San Francisco this year. We also have a group looking at accreditation and service learning and leadership with a group specifically looking at case study building and use and a group looking at new programs and had to get new program started so that they can support each other and have a special interest group on race and ethnicity impact and we have a student SIG and this year the student SIG is taking more of a leadership role in organizing the student volunteers so they are working with Barbara. If you have students were interested in serving as volunteers, it is a great opportunity for them to go to the session and record them and write up a synopsis of the session. And then the things I want to highlight is ethics, SIG, and a two-year program SIG and those of the special interest groups. Many of then meet at the symposium as well. I think this year are information sharing SIG we will not meet until afterward because we are all busy and spend a chaotic meeting so we have been discussing the book you can also make award nominations. There is a words that are presented by institutions that are part of our community of practice so North Dakota State University is the longest standing award and it is called the Wayne Blanchard award which you can find details about in the newsletter but they are looking at excellence in teaching. Effects have been recipients of this award are the rock stars of the academic discipline and community and that is one nomination and there's also a new award and this year it will be the third year that is being presented and that is the SoTL award which is presented by the University of Central Florida. All of these awards we highlight how you can employ to in our newsletter but they are not FEMA awards. Last but not least Arkansas Tech where Jamie is from has the innovation award and is so aligned with everything so I'm really interested. You can think about of your colleagues who would be good to submit for these awards and

I believe the nominations are still open and also if you're coming from an academic institution you may consider is there an award you would like to present at the higher education symposium? We are always open to uses gathering to celebrate some of the accomplishments of our community. The third thing on our list is the share fair. How many people are on the list? 60?

The share fair is Tuesday evenings and it is in the same place and the same time as the poster display. If you're familiar with the national emergency training center, there is a problem here that serves beer and wine and we meet on Tuesday and we have the posters set up with students and faculty and then in the back we have always had an arrangement of different stakeholders to share what they are doing. We have had DHS and various programs from DHS and FEMA. We have always had independent study and the international emergency management Association. There is an opportunity to participate either bring in your own to share or just participating. Bernie mentioned the student volunteers. I wanted to mention that there is a highlight you can highlight your recent publications. The center has an amazing resource here call the national emergency training center library. If you have been around emergency management for a while you may have heard of it called the learning resource Center. It is a building that is located on air campus so it essentially is a library for FEMA with collections that are not available anywhere else on a Wednesday night we meet there we can get a guided tour of the library and just as exciting and do not want to say it is better or less exciting, but we provided space with people who have had a recent publications who would like to share that with the community. It is really an opportunity to meet the authors and talk to them about their publications and the research. We have had a few books that have come out the last year. I do not know the exact number of people we have already signed up for that, but we usually have about a dozen people come to share and this is an opportunity for you to talk with the authors themselves and also learn about publication if you're interested in doing some publication wondering where your work fits within the realm of emergency management and homeland security publications. Last but not least , it is really important that we have a good evaluation of our symposium so I'm going to call out Dr. Bernard Jones who is really taking on this task of our evaluation and not only made a lot more robust. We have gotten so much more feedback. He has made a really fun and he has included when you turn in your evaluations you do drawings for different books and so there is just some great incentive program is really helped us to her the voice of the community to make sure that we are advancing and making the symposium more and more valuable for you. That is kind of it for the opportunities to engage. Our next slide Jamie and I are now available for any questions or comments or dialogue either on the phone or in the chat. I did see Patricia Jones. She asked when will we be notified of their acceptance to attend? Barbara, can you answer that one? Back I did. I sent her a response usually it is into late March before the admissions office begins to send out the acceptances. The reason being that first we have the international date is Monday for those. They will start those security clearances, and they are three other events going on for four hours. The admissions office has to go through those first so it is usually late March before they start sending out notices. I did put the email there. You can send them an email and ask them if they got your application. Also you can ask them how soon will it be before you are notified that you have been accepted.

Thank you, Barbara. Another thing that may be of interest is that if you have received the invitation like you didn't receive it directly from me or from Rebecca or from Barbara and you got it forwarded to you, sometimes, especially if your email is not an .edu email, they will send it back to Barbara myself to ask if this person is approved to go. It could be helpful to send us a note that you have applied and if you are utilizing anything but a .edu or .gov email to make sure we have you on our list.

All right. Any other questions or comments? And you have a few people here on the call with Tom and Bernard who have been successful at getting submissions accepted in the past. Anything that anybody from the call will like to add? Tips that have worked for you guys?

I have a question. Online I pulled up your application instructions, and I'm trying to figure out how to register to be event so even if their submission is not accepted we want to send folks to attend. It seems like it is an application for a plane to a course. Is that right?

That is absolutely right. Because we are the training center utilize the admissions process that CMI uses as well as the national fire Academy. We actually even have a symposium code. It is E8510. It is just kind of of the structure that we have in order to utilize the process. That automatically generates access and hooks of the lodging so it really makes sense for us.

And as a federal employee, do I have to create a FEMA student ID as well ?

Yes. You will want to have that anyway as a FEMA employee so that you can leverage other trainings that are out there.

Perfect. Thank you.

Also keep in mind if you submit and you are accepted, you do need to submit an application in addition to that.

Great clarification, Barbara. That is happened before where people are accepted and we say congratulations and then they never register and then we like where you registered? One of the things that we do in May and we are mapping back all of the people who are on air agenda and I think we had like a dozen or 15 people saying you have to register.

And housing is limited, so you want to get it sooner rather than later.

All right. Any other comments or questions? Okay. The next slide I will turn it back over to Barbara.

That is all of our contact information as well as the heart of education website and if you go there there is a beige square and has the symposium information if you click on that on the link it takes you to the symposium page and the application and the information to apply is there and the submission information is there. I'll be putting up the student volunteer information seemed so as we go along we will be adding information to that page so that is a really important thing.

Grade. So that is it for the webinar, but do not leave us yet because Barbara is going to put up some polling questions at the end. This really helps us to know was this webinar valuable? We do not get a lot of participation necessarily in the webinar the we had a dozen people here. I think some people might look at it as a resource later but was there other things that we could've added? All of these things help us in any other topics that you would like to have us cover or that you would like to cover in a webinar. We are always open and interested in providing the space for the information sharing. Take a moment to fill out the poll and thank you. I look forward to seeing all of your submissions before the 28th. All right. Take care, everybody. Have a good day.

Those of us who cannot see the webinar cannot vote.

I am just staring at a screen so I will not be able to vote.

Was it valuable for you? Was the information actionable?

Yes ma'am. All of it.

Grade. Are there any other topics for future webinars that strike you right now?

No ma'am. Not at the moment.

I would pick you have ever email see can always reach back to us.

Okay. If the screen always stays like this is what I do to reset it? But you can just back out of the screen if you never saw anything. What you can do is Barbara will have posted the slides, and we will have the recording posted. Usually the recording is posted in a couple day.

Usually in a couple days. I can tell you it looks exactly like what you're saying during the webinar.

But they were not able to see if for some reason so they needs to go back.

I do not know what happened.

At least there is a remedy and you would need to see you later.

All right. I appreciate that.

All right. Thank you. Goodbye.

[Event concluded]