



FINDING COMMON GROUND

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Technical Program Checklist

Goal: A technical program that is balanced with respect to: content, amount of time, topics being presented and member type presenting.

Member Type	Company	Presentation Type	Topic
Contractor		Case History	
Engineer		Research Topic	
Supplier		Design Issue	
Educator		Panel Discussion	
Owner		Lessons Learned	

List the following information for each session:

- Presenter names and companies.
- Presentation types.
- Topic.

Review listing and ask the following questions:

- Is any company (or family of companies) represented more than another?
- Is any member type represented more than another?
- Is there a variety of presentation types?
- Are any presentation topics redundant?
- Is there a variety of project locations (local, regional, international?)
- Have speakers presented repeatedly at other conferences or seminars?
- Does the presentation meet the session topic or goals?
- Is presentation content well balanced and field ready?
 - For example presentations should not be purely testing or laboratory based. There exist forums for these types of presentations (academic journals, ASCE, CGJ, etc.). Testing should be directly applicable to practice with an example or case history where the results have been effectively and efficiently applied.
 - Similarly a case history topic should include something novel such as a new construction technique, unique challenge, new product or novel design approach. Both the project details and the novel approach should be discussed and highlighted. Projects describing well known and proven techniques that have been presented before do not offer such novelty.
 - Contractual, litigation, insurance, or owner perspective lessons learned are of great interest but should include case history or project details that enhance the understanding of the problem or lesson.
 - Materials testing, laboratory, investigative, statistical or trend analyses should provide theory and or breadth of data *as well as a specific, illustrative example* of the how the findings would affect the industry at the project level that demonstrate enhancement, increased efficiency or design savings.