

SYMPOSIUM PROGRAM OVERVIEW & CALL FOR SPEAKERS

Program Overview

ILTA's Terminal Operating Practices Symposium (TOPS) is an education series designed to provide terminal operators a forum to exchange lessons learned from facility incidents and discuss effective operating practices with their peers. The 2019 TOPS will take place Thursday, April 4, 2019, at the Hilton Americas-Houston in Houston, TX. The symposium is open exclusively to employees of terminal companies.

ILTA's goal for this symposium is to have 12-16 presentations led by terminal operator employees who will share their experiences in addressing natural disasters, environmental releases, malfunctions, worker injuries and illnesses, near misses and other abnormal operating events at their facilities. Each speaker will be allotted approximately 30 minutes, including 10 minutes for Q&A. Presentations can be made with or without visual aids.

Presentations should highlight facility incidents and/or near misses; review operating conditions associated with such incidents; examine response practices; relay lessons learned; and present physical and operational changes made to prevent or mitigate root causes.

2019 Call for TOPS Speakers

To promote candid discussions amongst event participants, the 2019 Call for TOPS Speakers is open only to terminal company employees. Individuals who are interested in delivering a presentation need to complete the Presentation Submission Form included on page two of this document and submit it to ILTA. Please note, individuals may propose more than one presentation topic; however, a separate form must be completed for each proposal.

Proposals should include the following:

- Suggested presentation title;
- Brief description about the incident being presented;
- Summary of key learning objectives/takeaways derived from the incident; and
- Speaker bio that identifies their (1) number of years working in the terminal industry; (2) current role and description of duties; (3) prior employment experience; and (4) education, training certifications and/or professional licenses, as applicable.

Submission Instructions

All Presentation Submission Forms are due on Friday, January 4, 2019, and should be emailed to ILTA at plidiak@ilta.org.

ILTA's TOPS Steering Committee will review the submissions and select topics and speakers for the event. Topics will be evaluated in terms of interest, relevance to terminal companies, knowledge and experience of the speaker, and originality. Selection notifications will be emailed by Friday, February 1, 2019.

Speaker Compensation

Speakers will receive a 50% discount on their registrations to the symposium; however, no other royalties, honoraria, reimbursement of expenses, or other monetary compensation will be provided.

Legal Considerations

Speakers will be responsible for ensuring that the information presented is factually accurate and contains nothing defamatory or otherwise unlawful. Presentations should not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights). Speakers will be responsible for obtaining all necessary permissions or licenses from any individuals or organizations whose material is included or used in their presentation. Final presentations and related materials should be carefully reviewed by the presenter's corporate counsel. Although legal inquiries for conference documents are not common, information submitted to ILTA could become subject to release under subpoena or discovery. ILTA will notify the speaker and their company before releasing any documents for such purpose.

Document Retention

Presentation Submission Forms and final presentation materials for the 2019 Terminal Operating Practices Symposium will be retained by ILTA for no more than three years. Information included on the submission forms may be used to promote the event and generate interest in the topics.

PRESENTATION SUBMISSION FORM (PG 1 OF 2)

Please submit one form for each proposed topic. / All submissions are due Friday, January 4, 2019.

Part 1 – Speaker Contact Information

SPEAKER NAME _____

JOB TITLE _____

COMPANY _____

MAILING ADDRESS _____

PHONE _____ EMAIL _____

I have received authorization from my management to submit this proposal for consideration and, should the proposal be accepted, I will be able to deliver the presentation at ILTA's Terminal Operating Practices Symposium on Thursday, April 4, 2019.

Part 2 – Presentation Proposal

Suggested Presentation Title

Presentation Description

Using the space provided below, briefly describes the incident/near miss event that will be presented along with a short summary of the topics that will be covered by the speaker.

PRESENTATION SUBMISSION FORM (PG 2 OF 2)

Part 2 – Presentation Proposal (continued)

What are the key lessons you hope the TOPS attendees will take away from the presentation?

Part 3 – Speaker Qualifications

Using the space below, please include one to two paragraphs that describe the speaker's area of experience and qualifications, including current job title, relevant employment history, education and professional certifications.

PRESENTATION SUBMISSION FORM DEADLINE: JANUARY 4, 2019