

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 2020 TOPS will take place on Thursday, September 24, at the OMNI Parker House in Boston, MA. **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.

2020 Call for TOPS Speakers

To promote candid discussions amongst event participants, the 2020 Call for TOPS Speakers is open only to terminal company employees. Individuals who are interested in delivering a presentation must complete the Presentation Submission Form and submit it to ILTA at tops@ilta.org. 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 (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, May 22, 2020, and should be emailed to ILTA at tops@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, June 26, 2020.

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 are 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 are 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 would notify the speaker and his or her company before releasing any documents for such purpose.

Document Retention

ILTA will retain Presentation Submission Forms and final presentation materials for the 2020 Terminal Operating Practices Symposium for no more than three years. ILTA may include Information included on the submission forms to promote the event and generate interest in the topics.

PRESENTATION SUBMISSION FORM DEADLINE: MAY 22, 2020