

**Call for Proposals – MRWA 2025 Administrative Summit**  
**Hosted by Maine Rural Water Association (MRWA)**  
**Event Date: October 7, 2025**  
**Location: Virtual**

The Maine Rural Water Association (MRWA) invites dynamic speakers and knowledgeable professionals to submit presentation proposals for the **2025 Administrative Summit**—our annual gathering focused on empowering utility administrators, office professionals, and Board of Directors members. The summit features practical workshops and expert-led sessions on topics essential to the successful administration of water and wastewater systems.

**We are seeking engaging and interactive presentations that support this year’s focus:  
“Building Resilience and Efficiency in Utility Administration”**

**Suggested Topics of Interest (but not limited to):**

- **Personnel Management & HR Best Practices**  
(e.g., performance management, managing conflict, team communication, employee retention)
- **Finance & Rate Setting**  
(e.g., rate adjustment strategies, budget forecasting, cost recovery, grant compliance)
- **Policy & Compliance**  
(e.g., handbook development, legal updates, workplace policies, board relations)
- **Technology & Data Management**  
(e.g., billing software, cybersecurity, asset management platforms, remote work tools)
- **Customer Service & Public Engagement**  
(e.g., handling difficult customers, outreach campaigns, public hearing strategies)
- **Investment and Risk Management**  
(e.g., capital planning, investing public funds, fraud prevention, insurance and liability)

We encourage proposals that are practical, solution-oriented, and tailored to the daily challenges faced by administrators of Maine’s water and wastewater utilities.

**Submission Guidelines:**

- **Title of Presentation**
- **Presenter(s) Name, Title, and Organization**
- **Abstract (150–250 words):** Describe the session content, learning objectives, and relevance to utility administrators.
- **Speaker Bio(s) (100–150 words):** Include qualifications and speaking experience.
- **Session Format:** Indicate whether the session will be a lecture, panel, or workshop.
- **Time Needed:** Sessions are 90 minutes, a combination of content and audience engagement.
- **Audience Engagement:** Describe how your session will be interactive or include attendee participation.

**Deadline for Submission: August 15, 2025**

**Submit proposals via email to: [kate.warner@mainerwa.org](mailto:kate.warner@mainerwa.org)**

(Subject line: *2025 Administrative Summit Proposal*)

**Questions?** Contact MRWA's Training Team at (207) 844-4179 or email  
[kate.warner@mainerwa.org](mailto:kate.warner@mainerwa.org)

We look forward to your ideas and to building another great summit that supports the people who keep Maine's utilities running strong!