Call for Presentations
For the 2020 Florida Facility Summit Conference
August 5-7, 2020 Orlando, FL

You are invited to submit a proposal to share your experience and expertise with your colleagues at IFMA Florida Facility Summit. Others will benefit from your experience while you make a valuable contribution to the profession's field of knowledge. Call for Presentations must be RECEIVED no later than March 6, 2020.

2020 Florida Facility Summit

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

• Please follow the exact instructions on the attached “Call for Presentation” form.
• Submit your proposal/form via e-mail no later than March 6, 2020 to: Renee Perrin, ifmaorlando@ifmaorlando.org
• Notification on the status of submission will be emailed directly to the proposing speaker. If you are submitting a proposal on behalf of someone else, please check with him or her regarding receipt of the decision.

PROPOSAL REVIEW

Members of the Florida Facility Selection Committee will review all complete proposals and provide recommendations to the conference program organizers for approval.

A strong preference for single speaker presentations, co-presentations and/or panels exists.

Notification of acceptance will be sent to presenter(s) by May 1, 2020.

The Selection Process. We strive to offer a balanced program of educational sessions by selecting proposals that best fit within the framework of the conference for both operation staff as well as owners/managers.

Practical Application. Sessions conducted by practitioners that include practical, immediately applicable work tools will be given preference. The conference committee seeks presentations that will provide our attendees with information that will improve their effectiveness on the job. Do not overtly “sell” during your presentation.

Proven Speaking Ability. The conference committee seeks experienced presenters with proven speaking ability. Those with a track record of speaking and performing well at conferences will be given preference.

We expect presenters to:

• meet all deadlines;
• retain the session content, audio/visual needs as originally submitted;
• not add a co-presenter or change the identity or number of presenters without permission;
• provide high-quality handouts by the date and in the format requested two weeks before the presentation day; or give participants access to these documents online;
• honor our commitment to provide education by not showcasing or promoting the speaker’s practice, services or products;
• respect the 2020 Conference as the sponsoring organization with positive comments from the platform, and
• Pay for all personal/professional expenses, including hotel accommodations. Please note that the IFMA Facility Summit will not pay or reimburse expenses.
Presentation Proposal Form - FFS 2020

In return, we will:

- Provide a complimentary registration for the conference, including admission to the exposition, educational programs and social events;
- Grant you valuable professional exposure, and
- Provide feedback from attendees.

All information should be typed and submitted (via email) to: Renee Perrin, ifmaorlando@ifmaorlando.org, either on this form or in this exact order. Submit your name as you wish to see it published.

Please list your name, job title, company and address below:

Name: ________________________________

Job Title: ________________________________

Company: ________________________________

Address: ________________________________

City, State, Zip: ________________________________

Phone Number: ________________________________ E-mail Address (REQUIRED): ________________________________

Will you have a co-presenter? _____ Yes* _____ No

* If yes, please duplicate this form for your co-presenter and attach the completed form with your own submission.

TITLE OF SESSION: ________________________________

SUMMARY OF SESSION:
In 75 words or less, provide a summary of the content of your presentation. If you are selected to present, the description submitted and used in promotional communications, and may be edited for space or clarity.

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Key Learning Objectives (at least 3-4) / What will Participant expect to take away from your presentation?

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Where have you presented before? (name of event/conference)

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Biography: Please include short bio and picture highlighting background of why you have expertise in this topic being presented.

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PROGRAM LENGTH (1 hour):

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Competencies: Check which competencies the presentation encompasses:

☐ Communication
☐ Emergency Preparedness & Business Continuity
☐ Environmental Stewardship & Sustainability
☐ Finance and Business
☐ Human Factors
☐ Leadership and Strategy
☐ Operations & Maintenance
☐ Project Management
☐ Quality
☐ Real Estate & Property Management
☐ Technology

LEVEL LEARNING: (Comprehension/Understanding levels, ____200 or ____ 300 Levels.

SESSION TYPE: ______________________________

By signing this proposal, I UNDERSTAND THAT I WILL NOT RECEIVE AN HONORARIUM; I will not have expenses reimbursed. If selected, I agree to adhere to the deadline schedule furnished by conference organizers. I understand that my conference presentation is not a showcase for promotion of my business, practice or product, and I will not sell my products or services from the speaker platform. I also understand that I will be notified about the status of my proposal by no later than June 1, 2020.

________________________________________ / ________________________________
Signature Date