



IFMA Orlando Speaker Information

We are pleased you will be speaking to our group, and we look forward to your presentation. The focus of the Education/Programs committee is to provide quality educational and networking events so that our facility managers gain insightful knowledge to help them in their professions. In light of this, the following are suggestions so that you as a speaker are presented in the best possible manner and our members gain the most education from your presentation.

- _____ Experience level of our speakers is mid to senior range facility managers and associate members. Our usual attendance is 50-60 people.

- _____ Please refrain from selling from the podium. Also, refrain from having customers in the audience do “testimonials” about your company during the presentation. Mentioning situations your company has successfully handled to enhance the educational objective is fine.

- _____ We ask that no company marketing information may be distributed at the meeting unless a member requests something from you. This opportunity is reserved for our meeting sponsors who sponsor the luncheon. If you would like to sponsor the meeting in addition to speaking, and it is not already being sponsored, please contact the IFMA Office.

- _____ IFMA Orlando does not share attendance lists. Only sponsors are given the opportunity to gather business cards (i.e. drawing) from those present and desiring to give their cards.

- _____ Interactive presentations are always well received. Getting audience involvement in some way keeps people attentive to your information.

- _____ Handouts are always good so people can take the information away with them and share with other staff members and colleagues. Please make enough for 60 people if you use them.

- _____ Flyer about presentation sent to speaker .This is so you know what has been “marketed” to our members. I will cc you on this so you know what we sent out.

- _____ A/V requirements - Please contact Renee Perrin (IFMA Administrator 407-251-6632) to confirm what you will need.

- _____ IFMA Orlando Administrator’s cell number if there is a problem the day of presentation: 407-230-8889 (Renee Perrin) Please try to arrive at the meeting location 30 minutes prior to your presentation so handouts can be distributed and your AV equipment can be checked.

- _____ Our website is www.ifmaorlando.org if you would like more information on our organization prior to the presentation. The Facility Management competency your presentation is addressing is _____

If you need any other assistance or have questions, please feel free to call IFMA Orlando at 407-251-6632.

Signature _____ (that you have read over the guidelines above)

Please return this form to ifmaorlando@ifmaorlando.org