

10 Steps For Submitting Your Program

To be considered as a speaker, complete the following steps on the application form.

To submit a program online, visit www.neoconcfp.com or call 312.527.7055.

1. Select the show(s) at which you are interested in presenting.
2. Select the educational track most appropriate for your topic.
3. Indicate the target audience.
4. Enter the title of your presentation.
5. Rate your course as basic, intermediate or advanced.
6. Fill in the name, professional affiliation (if applicable), title, company or organization, address, telephone, fax number and e-mail addresses of all presenters (no more than three, including moderator).
7. Prepare a 40-50 word description of your presentation.
- 7A: Summarize course objectives, learning outcomes and specific skills attendees can expect to gain from your presentation.
8. Attach a mandatory brief professional biography for each presenter.
9. Indicate if you have a book and would like to do a book signing.
10. Indicate if you will submit a 3-5 page written paper for the Conference Proceedings.

Submit your application online or mail by the submission date to:

Monica DeBartolo
Director of Programming
MMPI 222 Merchandise Mart Plaza,
Suite 470 Chicago, IL 60654 USA

For more information on MMPI and various trade shows, visit merchandisemart.com.

Procedural Content

The Evaluation Process

Members of the Program Advisory Committee evaluate all proposed programs based on the following criteria: overall quality, relevance to the industry, well-defined focus within the program track structure, practical applications of material, timeliness of the topic and speaker qualifications.

To be considered as a speaker, your program must be educational in nature—that is, sales presentations will not be accepted. In addition, your material should be original; otherwise, sources must be referenced. For multiple speakers, each speaker must agree to this submission. Incomplete programs will not be considered.

The final program selections will be made and presenters will be notified five months prior to the show. Manufacturers or vendors not represented in the trade show are not eligible to submit presentation proposals. You will be notified **only** if your program is selected.

Program Guidelines

Your program should address one of the educational tracks and program categories listed on the attached form. Programs should last one hour, including a brief session for question and answer. We will seek continuing education unit (CEU) accreditation for all programs once they are selected. Panels should not consist of more than three speakers.

Speaker Expenses

If travel is necessary, MMPI will provide round-trip coach airfare and one night's hotel accommodations for those selected to present. **No travel or hotel expenses for manufacturers, exhibitors or members of the press will be paid for by MMPI.** Speakers added after the selection process will not be reimbursed for hotel/travel expenses.

MMPI reimburses eligible speaker(s) hotel and travel expenses without honorarium.

neoconcfp.com

2011 NeoCon® Shows Call for Seminar Presentations

Complete one form for each seminar submission and mail to:

Monica DeBartolo, MMPI, 222 Merchandise Mart Plaza Suite 470, Chicago, IL 60654 USA

1. My presentation is submitted for the following events:

- NeoCon® World's Trade Fair, June 13-15, 2011; Chicago, Ill.; Submissions due October 1, 2010
 - NeoCon
 - Buildings Show®
 - Fine Design Residential Furnishings Show™
 - Office Expo by OFDA
 - NEWHospitality
- IDEX®/NeoCon Canada, September 22-23, 2011; Toronto, Ontario, Canada; Submissions due March 1, 2011
- NeoCon East, November 3-4, 2011; Baltimore, Md.; Submissions due March 1, 2011

2. My presentation is submitted for the following educational track: (please check **one** only):

NeoCon Tracks:

- Environmental Design** (e.g. LEED Certification, Sustainable Materials, Recycling)
- Healthcare** (e.g. Hospitals, Acute Care Facilities, Senior Housing)
- Institutional Design** (e.g. Schools, Dormitories, Government Buildings, Airports)
- Lighting** (Lighting for Productivity, Sustainable, LED Technology, Energy Efficiency, Color in Lighting)
- Office Design** (e.g. Corporate Headquarters, Team Work, Workstations, Productivity, Hoteling, Ergonomics)
- Professional Development** (e.g. Business Development/Marketing, Client Relations, CAD/Virtual Reality, Communication Skills, Design Theory, Technology & Research)
- Residential Design** (e.g. Decorating/Design Trends, Home Office, Garden Design, Historical Perspectives, Technical Applications, Marketing/Business Development)
- Retail** (e.g. Boutiques, Chain Stores)

Could Your Program Qualify to Meet Health, Safety & Welfare (HSW) Standards? HSW in architecture is defined as anything that relates to the structural integrity or soundness of a building or building site.

- Yes No

Buildings Show Tracks (Specify Below):

- Facilities Construction and Renovation (e.g. Construction Management, Codes/Regulations, Interior Constructions/Renovations)
- Facilities Management (e.g. Project Management, Long-Range Planning, Buildings Operations/Maintenance, Human Resource Management, CAFM, Budgeting & Accounting)
- Facilities Technology (e.g. Integrated Building Technologies, Energy Management, Acoustics, Fire and Life Safety Systems, Lighting Technology, Security, Communications Technologies, Wiring & Cabling)
- Other (Specify) _____

NEWHospitality Track (Specify Below):

- Hotels/Resorts/Timeshare Interiors
- Restaurants
- Other (Specify) _____

Office Expo by OFDA Track (Specify Below):

- Dealer Strategies (e.g. Sales and Marketing)
- Other (Specify) _____

3. Types of professionals to whom the presentation is targeted. Check all that apply.

- Architects
- Building Developers
- Building Managers
- Construction/Project Managers
- Consulting/Specifying Engineers
- Contract Furnishings Dealers
- Corporate Executives
- Facility Managers
- Interior Designers
- Space Planners
- Other (Specify) _____

Please complete steps 4-10 below.

