

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 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 at neoconcfp.com 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 merchadisemart.com.

NeoCon®

Chicago

NeoCon® East

Baltimore

IIDEX
NeoCon Canada

Toronto

Procedural Content for 2012 NeoCon Shows Call For Presentations

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. You will be notified **only** if your program is selected. Manufacturers or vendors not exhibiting in the trade show are not eligible to submit presentation proposals.

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.

For more information on Call for Seminar Presentations visit neoconcfp.com

**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 event(s):

<input type="checkbox"/> NeoCon®	June 11–13, 2012	Chicago, Ill.	Submissions due October 1, 2011
<input type="checkbox"/> IIDEX <small>NeoCon Canada</small>	September 20–21, 2012	Toronto, Ontario, Canada	Submissions due March 1, 2012
<input type="checkbox"/> NeoCon East	October 17–18, 2012	Baltimore, Md.	Submissions due March 1, 2012

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

- Dealer Strategies** (e.g. Sales and Marketing)
- Environmental Design** (e.g. LEED Certification, Sustainable Materials, Recycling)
- Facilities Management** (e.g. Project Management, Long-Range Planning, Buildings Operations/Maintenance, Human Resource Management, CAFM, Budgeting & Accounting)
- Facilities Construction and Renovation** (e.g. Construction Management, Codes/Regulations, Interior Constructions/Renovations)
- Facilities Technology** (e.g. Integrated Building Technologies, Energy Management, Acoustics, Fire and Life Safety Systems, Lighting Technology, Security, Communications Technologies, Wiring & Cabling)
- Healthcare** (e.g. Hospitals, Acute Care Facilities, Senior Housing)
- Hotels/Resorts/Timeshare Interiors**
- 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)
- Restaurants**
- Other** (Specify) _____

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

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Architects | <input type="checkbox"/> Construction/Project Managers | <input type="checkbox"/> Facility Managers |
| <input type="checkbox"/> Building Developers | <input type="checkbox"/> Consulting/Specifying Engineers | <input type="checkbox"/> Interior Designers |
| <input type="checkbox"/> Building Managers | <input type="checkbox"/> Contract Furnishings Dealers | <input type="checkbox"/> Space Planners |
| | <input type="checkbox"/> Corporate Executives | <input type="checkbox"/> Other (Specify) _____ |

Please complete steps 4-10 on next page.

4. **Presentation Title** _____

5. **Course Level:** (Please Check One) Basic Intermediate Advanced

6. **Presenter(s):** List only those individuals who have confirmed their participation as a speaker in your program.

Name 1 _____
 Professional Affiliation _____
 Job Title _____
 Company _____
 Address _____
 City/State/Prov./Country/Zip or Postal Code _____

 Phone Number _____
 E-mail _____

Name 2 _____
 Professional Affiliation _____
 Job Title _____
 Company _____
 Address _____
 City/State/Prov./Country/Zip or Postal Code _____

 Phone Number _____
 E-mail _____

Name 3 _____
 Professional Affiliation _____
 Job Title _____
 Company _____
 Address _____
 City/State/Prov./Country/Zip or Postal Code _____

 Phone Number _____
 E-mail _____

Note:

- No more than three speakers per session including moderator.
- MMPI will reimburse hotel & travel expenses without honorarium. (Excluding manufacturers and media/press).
- MMPI will only notify the speakers whose programs are selected.
- Speakers added after the selection process will not be reimbursed for hotel/travel expenses. Manufacturers must be an exhibitor to be eligible to speak

7. **Seminar Description:** Prepare a 40-50 word statement describing the presentation and summarizing course objectives, learning outcomes and specific skills attendees can expect to gain from this course. Describe your program as you wish it to appear in the brochure. Please type or write legibly.

7A. **Objectives:** What will the attendee learn from your session? Please list three learning objectives:

8. Attach a mandatory brief professional biography for each presenter.
9. I have a book that would be appropriate for a book signing after my seminar.
10. I understand that if this program is selected, I will submit a 3-5 page paper for the Conference Proceedings.

Mandatory: I have reviewed and understand all of the procedural content preceding this Call for Presentations.

Signature _____ **Date** _____

Advisory Committee Use Only: Evaluations should be 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.

Please rate program on the following scale:

1	2	3	4	5
Reject				Accept

Comments: _____

Signed: _____

Advisory Member Signature: _____