

2018 CALL FOR SESSIONS

Detailed Proposal Requirements:

It is **highly recommended** that you prepare and save your entire proposal before you begin to enter it into the SurveyMonkey system in case the submission application times-out before you complete your submission. You will need the following information in order to submit your proposal.

1. Proposed Session Title (120 characters max).
Be creative, while still making the focus of the session clear from the title. (Don't sweat it if you cannot come up with a creative title, we'll help if we select your session for inclusion in the program.) Click [here](#) to view session titles from our 2016 program.
2. Session Description (900 characters max).
Briefly explain the challenge/problem, provide examples of what will be discussed and how it will benefit the participant. Look at the session **through the lens of your audience**. Tie in your audience needs with what they'll get from the session. This information will be used to market the session to participants, if it is selected for inclusion in the program. Click [here](#) to view session descriptions from the 2016 program.
3. Session learning objectives.
Provide 4 action-oriented learning objectives to answer the statement "Upon completion of this session, participant will be able to..." Provide measurable objectives and avoid words like "learn, understand, etc.". Click [here](#) to view learning objectives from the 2016 program.
4. Content Level.
What level of content do you plan to present? Please indicate the level of the content that you plan to present (Beginner, Intermediate, Advanced or Expert). If you indicate that the content is advanced or expert level, please briefly explain why you believe the content will be appropriate for that audience.
5. Delivery Style and Learner Engagement.
Explain how you'll present the material and engage the audience. Provide examples of what you plan to do. Examples may include: lecture, case studies, panel discussions with audience participation, small group discussions/peer-to-peer learning, hands-on learning, Ted-Style Talk presentations, etc.
6. Primary and Secondary Audience.
Select the primary and secondary audience(s) for the session. (Architect/Designer, Building Owner/Owner's Rep, Construction Manager, Contract Administrator/Manager, Engineer, General Contractor/Subcontractor, Interior Designer, Manufacturer/Supplier/Product Rep, Project Manager, Specifier/Specifications Consultant, or Other-please specify.
7. Session Time Slot.
Please rate the available time slots, 1 being your preferred time slot. Options are 60, 75, 90 or 120 minutes.
8. Please provide the following information about EVERY presenter that is included in the proposal.
 - a. Name
 - b. Credentials (AIA, CDT, etc., if any)
 - c. Title
 - d. Company Name
 - e. Company Website
 - f. Address
 - g. Office Phone #
 - h. Cell Phone #
 - i. E-mail Address
 - j. Twitter Handle (if any)

- k. Required Additional Compensation (if any). Speakers receive a free Speaker Badge, which provides complimentary access to exhibits, on-floor education, standard educational sessions, show floor happy hours, the General Session, and the Game Changer Session. Speakers also receive exposure on our website, mobile app, and show directory (as space allows), as well as access to the onsite Speaker Ready Room. If you require additional compensation, please indicate such in the relevant field when submitting your proposal.
- l. Biography – provide a short biography in paragraph structure (1,800 characters max). Please do not send us your full resume or CV.
- m. Previous Speaking Experience. Has this individual presented at an Informa U.S. Construction & Real Estate event in the past 3 years or other relevant industry event? If yes, please list up to 5 recent events (event name and year). (Informa events include: AIA Conference on Architecture, ArchitectureBoston Expo-ABX, CONSTRUCT, Dwell on Design, Greenbuild, International Pool/Spa/Patio Expo, International Roofing Expo-IRE, JLC Live, Remodeling Show, World of Concrete.)