

Tips for Submitting Your Abstract to IFMA

Applications must be complete: The program committee has only your proposal on which to base its decision. Please ensure that your application is filled out in its entirety. **ALL** fields must be completed. Unless all required fields are complete, you will not be allowed to submit your application. Additional fields left incomplete will force the Program Committee to remove your application from being reviewed or considered.

Be prepared: Please compile all of your information ahead of time. There are 4 education tracks for Facility Fusion 2019. Please pre-determine which track your proposed session best fits. The tracks and descriptions are listed below. Please keep in mind the Program Committee reserves the right to move your proposed session to a track they deem more appropriate for the overall program. The track descriptions can be found in the Call for Presentations.

Proofread: The Program Committee has only your proposal on which to base its decision. Incomplete applications will not be reviewed or considered by the program committee.

7 Steps to Complete the Call for Presentations

1. **READ** Tips for Submitting Your Abstract, FF 2019 Policies and Procedures, and Learning Levels
2. Click **START** at the bottom of the Call for Papers page
3. **SEARCH** for your name. (What if my name is not in the database? – After initial search you will receive an “Oops” message, click “New Registration”)
4. **Author Speaker Information:** Please include the following:
 - a. Contact Information
 - b. Institution Information
 - c. Introduction Bio (**no more than 150 words**)
 - d. Presenting Experience
 - e. Sign and Agree that you have read the FF 2019 Policies and Procedures
 - f. Two (2) References
5. **Abstract Information:** please keep these items in mind when selecting for the following:
 - a. ***Track Topic Area:*** select a topic area that most closely relates to your proposal
 - b. ***Presentation Title:*** 100 character limit including spaces
 - c. ***Submitter’s Email:*** This email address should be the address of the person who will be managing the submission. Even if you are not the author but need to be the one receiving all notifications, please put your email here.
 - d. ***Select the Organization on behalf you are submitting.*** This refers to IFMA or other FM associations.
 - e. ***IFMA CSP:*** CSP stands for Corporate Sustaining Partner
 - f. ***Sponsoring Council or Community.*** This is important if you want your presentation to be considered for review in that council or community track. It will only be passed along to that group if they have selected to have a track and you have selected on of these choices.
 - g. ***Three Learning Objectives:*** 100 character limit for each including spaces. Should describe exactly what the attendee will learn after hearing your presentation including any “take-away” information that can be used in practical application. This will be essential for assigning Continuing Education Units (CEU’s) to your presentation.
 - h. ***Abstract Description:*** 500-character limit including spaces. 100 word summary of your presentation. There should be enough information to understand the scope and the presentation’s importance, but please be succinct. If selected, this description will appear in the conference directory.
 - i. ***Presentation Outline:*** 2000-character limit including spaces. Please elaborate on the specific and important points of your presentation by describing how your presentation will flow. This should be done with bullet points.
 - i. Target Audience
 - ii. Duration of Presentation

- iii. Level of Learning (see Level of Learning document on Call for Presentations page)
6. **Review Information:** Please add additional speakers, if applicable
 7. **Submit:** If any changes need to be made prior to this step, please utilize the navigation links in the Proposal Control Panel. Once you are ready, please click submit.

An automatic email will be sent to the submitter as confirmation of receipt. Once you have submitted your online application you will see a confirmation page indicating that your application has been received. If you do not receive this, please re-submit your application.

THINGS TO KNOW

The Evaluation Process

Comprised of distinguished industry and academic experts, members of the program committee will evaluate each application based on the following criteria:

1. **Quality:** The overall quality of the proposed presentation – the proposal is free of spelling errors, paragraphs are well constructed, and the information provided is effectively written.
2. **Focus:** The topic of the presentation and the learning objectives are clearly stated, the presentation focuses on a specific topic correlating to one of the educational tracks and relates to a specific aspect of the workplace.
3. **Application to the Profession:** The presentation provides the workplace professional with useful information that can be applied upon their return to work.
4. **Presentation Experience:** The presenter's presentation experience is sufficient to deliver the presentation and hold the audience's attention.
5. **Professional Qualifications:** The presenter's background, experience and professional knowledge indicate that he or she is well qualified to deliver a presentation on the subject matter provided in the abstract.

Please note the program committee considers the following additional information when reviewing each abstract:

How is your presentation valuable?

Your presentation must be relevant and contain practical information that attendees can apply in their workplaces. Determine your value proposition and then suggest it in your title, state it in your objectives and support it through your narrative. Tip: Create a clever or compelling title that piques interest and describes the value.

Why is your proposal superior?

Your proposal could possibly be competing with several comparable abstracts to be selected for presentation within the learning track and/or targeted level. Differentiate your proposal through clear objectives, strong writing, correct grammar and a professional look and feel. The quality of your proposal reflects the level of your professional standards, and the impact of an outstanding proposal cannot be overestimated. Tip: Avoid jargon, acronyms, and slang.

Why are you well-qualified to present?

Your individual qualifications as a presenter will drive your presentation's success at IFMA's Facility Fusion. The description of your qualifications should address your communication skills and style, your industry and training experience, your credibility and your track record (past evaluations). Tip: Support your expertise through third parties rather than co-presenters.