

## **WORLD WORKPLACE CALL FOR PRESENTATION POLICIES AND PROCEDURES**

World Workplace welcomes professionals from both public and private sectors. Educators, topic experts, authors, students, practitioners and IFMA members unite with exhibitors, sponsors, government representatives and members of partnering organizations to explore solutions and share notes, ideas, experiences, and lessons learned.

Attendees represent all aspects of the work environment from facility management, real estate, information technology and human resources, to engineering, architecture, design, security, and other related industries.

### **HONORARIA, TRAVEL EXPENSES AND COMPLIMENTARY REGISTRATION**

As a non-profit association, IFMA does not pay an honorarium for concurrent session presentations. All speakers will be responsible for their own travel, accommodations, and related expenses. Speakers selected to present will be provided with a up to one-day complimentary registration OR 50% off full conference registration if the speaker wishes to attend multiple conference days. These special registration types can be accessed through the Speaker Service Center once the abstract has been accepted.

### **SESSION SPEAKER LIMITS**

Education sessions are limited to three (3) speakers unless the abstract being submitted is for a panel discussion. Please limit panel discussions to four (4) speakers. To maintain the integrity of the education program, presenters are advised not to use their session(s) as a platform for promotion of their products and services, or for monetary gain.

### **SPEAKER OBLIGATIONS**

All submitters will be notified of their final selection status via email within 6 to 8 weeks of the call closing date.

If your abstract is accepted, you will receive a limited speaker event registration and will be expected to:

1. Sign the Speaker Agreement form
2. Adhere to IFMA pre-determined session deliverable deadlines
3. Submit conference handouts in .pdf format to be published online for registered attendees
4. Submit the Final Presentation Handout (using the World Workplace PowerPoint template) in.pdf
5. Format to be published online for registered attendees
6. Complete the CEU Information Requirement and CEU Assessment Requirement
7. Deliver an exceptional educational session at World Workplace

**Note: All presenters will be responsible for their own travel, accommodations, and related expenses.**

Appearing before the decision-makers in the FM industry is a privilege and an honor. You have the opportunity to set yourself apart by sharing your expertise and making a valuable contribution to the industry.

## **ATTENDING AN IFMA CONFERENCE AS A PRESENTER CAN:**

- Enhance your credibility and stature among industry professionals.
- Refresh and increase your personal knowledge as you prepare your thoughts, handouts, and visuals for presentation.
- Challenge yourself and your colleagues through classroom interaction.
- Be used toward recertification of several industry designations.

If you are a selected speaker, we ask that you take the commitment like any other and ensure that you can deliver the session and meet the deliverable deadlines required by IFMA. We understand that unexpected conflicts can occur, and we appreciate your advance notice if circumstances prevent you from attending.

## **SUBMISSION INSTRUCTIONS AND EVALUATION PROCESS**

### *Important Tips for Completing the Call for Presentation*

When completing your application online, please keep in mind the following:

- Note that all required fields in the application are designated with an asterisk (\*)/bolded in red. You will not be allowed to submit your application unless all required fields are completed.
- Gather all information needed before you begin. There are 10 facility management topics guided by the FM career-based competency mode for World Workplace 2026. Please pre-determine which topic your session best fits. The topics and descriptions are listed in the Call for Presentations.
- Proofread what you have entered into the application. The Program Committee reviews your application based on the specified evaluation criteria. If your application is difficult to read because of spelling or grammatical errors, you could lose points in the quality category.
- The Call for Presentations form must be filled out completely. 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.
- Please fill out all speaker information fields, even if you have presented at another IFMA event in the past. The program committee does not have access to your past presentation submissions. Be sure your application is complete before you hit the submit button.