

Tips for Submitting Your Abstract to IFMA

Thank you for your willingness to share your industry knowledge with IFMA members. The guide below is to help you have the most successful submission.

Your submission should address the knowledge and skills required of an FM professional as well as the issues and trends relevant to the FM industry.

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: Compile your proposal information ahead of time.

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, World Workplace Policies and Procedures, and Learning Levels.
2. **CLICK** “Start” at the bottom of the Call for Presentation page
3. **SEARCH** for your name. If your name is not in the database, you will receive an “Oops” message. Click “Continue”)
4. **COMPLETE** Author/Speaker Information
 - a. Contact Information
 - b. Institution Information
 - c. Introduction Bio (no more than 175 words)
 - d. Presenting Experience
 - e. Two (2) References
 - f. Sign and Agree that you have read the World Workplace Policies and Procedures
5. **COLLECT** Abstract Information before submitting:
 - a. Track Topic Category: Please select the “best-fit” topic category **for** your proposed session. The topic descriptions can be found in the [Call for Presentations](#). The Program Committee reserves the right to move your proposed session to the topic category they deem appropriate for the overall program.
 - b. Presentation Title: 75 character limit including spaces
 - c. Submitter’s Email: This is the person managing the submission. (Even if you are not the author but need to receive all notifications.)
 - d. Select the Organization on whose behalf you are submitting. (Example: IFMA or other FM associations.)

- e. Four Learning Objectives: 100-character limit for each including spaces. Describe what the attendee will learn after attending your session including any “take-away” information that can be used in practical application. Your learning objectives should be written to the learning level of your target audience. You can find more information about the learning levels on the Call for Presentations page.
- f. Abstract Description: 250-word limit. Provide enough information to understand the scope and the presentation’s importance but be succinct. If selected, this description will appear in the conference directory. You can help the Program Committee understand the scope of your program by including other topic categories as keywords at the end of your abstract (e.g., #communication, #facilitytechnology, etc.). If you chose “Other” as a topic category, you should also add a keyword(s) to your abstract to help the Program Committee further understand the scope of your submission.
- g. 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 and add additional speakers, if applicable

7. **SUBMIT** abstract - 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 a confirmation page will display 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 proposal is free of spelling errors, paragraphs are well constructed, and the information provided is effectively written.
2. Focus - The presentation topic and the learning objectives are clearly stated, the presentation focuses on a specific educational topic 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 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.

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 topic 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 World Workplace. 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.