



CALL FOR PRESENTATIONS

ACEC's 2010 Fall Business Conference

El Conquistador Resort & Spa
Las Corabas, Puerto Rico
October 17-20, 2010

INVITATION TO PROSPECTIVE PRESENTERS:

Share your special knowledge and expertise at the *ACEC Fall Conference*, being held in beautiful El Conquistador in Puerto Rico, October 17 – 20, 2010. This program features several thematic tracks, an industry tradeshow, and a broad A/E/C industry audience. The conference focuses on engineering business management, including emerging markets, creative leadership, new technologies and unique solutions developed by practitioners and facility/infrastructure owners.

SUBMISSION REQUIREMENTS

Provide the following:

1. ***Session Title*** - The title must reflect the primary content of the session
2. ***Learning Objectives*** – At least three learning objectives must be identified. Objectives describe what an attendee will know, understand or be able to do as a result of attending your session.
3. ***Session Speakers*** - The interest and availability of all presenters must be *confirmed* in advance, and you must identify these individuals in your submission.
4. ***Session Abstract*** - Must be no more than 75 words (excluding presenter names). Presentation format and target audience must be included.
5. ***Deadline*** – January 22, 2010. Submissions received after that date will be moved to a second tier and considered only if there are open slots after Tier One submissions have been considered.

SUBMISSION GUIDELINES AND PROPOSAL EVALUATIONS

The ACEC Institute for Business Management, which is responsible for conference and convention content, gives priority to presentations that encourage the growth and development of firm principals, as well as support the business practices of engineering and surveying firms. ACEC is seeking **75 minute** presentations covering the following topic areas in seven different tracks/curriculum areas:

1. **Engineering Markets and Issues** – Transportation, Water, Buildings/ Land Development, Environment

2. **Business Management and Finance** – Organizational, Mergers and Acquisitions, Firm Finance, Project Funding, Productivity
3. **Technology and Trends** – Components, Information Technology, Products, Equipment, BIM
4. **Engineering Management and Leadership** – Systems Approaches, Technical Management, Corporate/Organizational Leadership, Trends and Strategy
5. **People and Intangible Assets** – Performance Management, Diversity, Incentives, Organizational Routines, Communication, Staff Development
6. **Projects and Contracts** – Breakthrough Projects, Technical and Legal Challenges, Risk Issues, Lessons Learned
7. **Public Policy and Key Industry Issues** – Healthcare Reform, Sustainability Goals and Regulations, Infrastructure Funding

SELECTION CRITERIA

Selection criteria include the clarity of the proposal; strength of the learning objectives; relevance of the topic to A/E/C professionals; motivational and practical value; and inclusion of facility/infrastructure owners as presenters in the session. Presentations are expected to make significant contributions to the professional dialogue and development of attendees' skills. Presenters may not market particular products or services. ACEC membership is not a prerequisite for submission of proposals or participation in the Conference.

EXPECTATIONS

- Only proposals that include valid learning objectives will be considered.
- Only proposals in a word-processing based format and submitted electronically will be accepted.
- Submit no more than two proposals per speaker.
- Provide a 500-750 word summary and a PowerPoint presentation on your topic for inclusion in the 2010 Conference Online Compendium of Conference Materials.
- Make no substantive changes in content, or of presenters, without prior approval.
- Agree to have your presentation recorded for the benefit of those who cannot attend the session or meeting.

BENEFITS OF PRESENTING

- Complimentary registration to the Convention on the day of your presentation
- Publication of a 500-750 word session summary and PowerPoint presentation in the electronic Conference Compendium.
- Spotighting your presentation in ACEC publications, expanding your business networking contacts and providing further opportunities for public speaking.

Please Note: ACEC does not reimburse presenters for any of their expenses related to presentations at the 2010 ACEC Fall Conference.

PROPOSAL SUBMISSION

If you have any questions, contact La'Creshea Makonnen at (202) 347-7474 or email education@acec.org. Proposals must be received by January 22, 2010, at 5:00 p.m. EST at

ACEC's headquarters. Email submissions using the attached ACEC submission form to Education@acec.org.

TIME LINE:

| | |
|----------------------------|---|
| January 22, 2010 | Proposals due to ACEC by 5:00 p.m. Eastern time |
| April 2010 | Notification sent to Prospective Speakers |
| October 17-20, 2010 | 2010 ACEC Fall Conference, El Conquistador Resort, Puerto Rico |

PRESENTATION PROPOSAL SUBMISSION FORM
ACEC'S 2010 FALL CONFERENCE
PUERTO RICO OCTOBER 17 – 20, 2010

2010 Proposed Presentation Title: _____

Speaker Name: _____ ACEC Member: Yes No

ACEC Sponsoring Committee (if applicable): _____

Title, Firm/Institution: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Neither ACEC nor the ACEC Institute for Business Management shall assume any responsibility or liability for the content of any presentation. Neither party shall represent that they are acting as an employee, agent or representative on behalf of the other. I have read and understand the conditions, benefits, and expectations in connection with being a presenter at the ACEC National Engineering Business Conference and agree to follow the guidelines set by ACEC.

Signature

Date

Curriculum Area: (See cover memo for Curriculum Area descriptions. Select all that apply)

- Engineering Markets and Issues**
- Business Management and Finance**
- Technology and Trends**
- Engineering Management and Leadership**
- People and Intangible Assets**
- Projects and Contracts**
- Public Policy and Key Industry Issues**

A. Learning Objectives:

List at least three things an attendee will be able to do/know after participating in your session:

1. _____
2. _____
3. _____
4. _____

B. Target Audience (*Check as many as apply*)

- | | | |
|---|--------------------------|---|
| <input type="checkbox"/> CEO/Principal | <input type="checkbox"/> | Business Development Professional Staff |
| <input type="checkbox"/> Marketing Professional Staff | <input type="checkbox"/> | Information Technology Professional Staff |
| <input type="checkbox"/> Human Resources Professional Staff | <input type="checkbox"/> | Financial Professional Staff |
| <input type="checkbox"/> Environmental Professional Staff | <input type="checkbox"/> | Legal/Risk Management/Ethics Professional Staff |
| <input type="checkbox"/> Project Managers | | |

Name: _____

For ACEC
Office Use
Only

C. Target Firm Size (*Check as many as apply*)

- Small Firm Medium Firm Large Firm

D. Principal Presenter Biography: (Limit 100 words)

E. If the session requires more than one speaker or a panel of presenters, please identify all participants:
(for more space please attach another sheet)

Name, ACEC or other affiliation: _____

Title, Firm/Institution, Address: _____

F. Most Important Instructional Objective: (please choose one)

- Advance/change knowledge Develop/refine skills
 Create better understanding Reinforce values/change attitudes

G. Instructional Format: (choose as many as apply)

- Lecture Case Discussion Demonstration
 Panel Workshop Other _____

H. Has the speaker ever presented for ACEC? Yes No

| Year | Function | Title of Presentation |
|-------|----------|-----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I. This session is of interest to ACEC Members because:

Name: _____

| |
|--------------------------------|
| For ACEC Office Use Only |
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J. The business practice implications of the proposed session are:

K. Session Abstract: (Used as the session description in ACEC brochures. Word Limit: 75 words)

L. Any additional information relevant to this submission:

If you have any questions, contact ACEC Education at 202-347-7474 or Education@acec.org.

Send submissions to Education@acec.org. Proposals must be received at ACEC's headquarters

by:

January 22, 2010, at 5:00 p.m. EST