

# **Make the Most of NIGP Forum 2025**

Your **How-To Guide** for  
an Epic Experience

In Person | Virtual  
**July 27 – 30, 2025**

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# How-To Prioritize Learning and Your Professional Development by Attending NIGP Forum 2025

NIGP Forum offers cutting-edge educational content and expert insights to keep you informed about the latest industry trends and best practices. As the largest conference dedicated exclusively to public procurement professionals in North America, NIGP Forum provides unparalleled value.

**We make learning and professional growth accessible, impactful, and focused on delivering maximum benefits to you.**

Recognizing that our members have diverse learning preferences and varying time and budget constraints, we offer the flexibility to attend the NIGP Forum either in person or virtually. No matter how you choose to participate, you're guaranteed an unforgettable experience.

## IN-PERSON

Denver, CO | Minimum of 19.5 CH\*

Highlights of the In Person Experience:

- 5 Plenary Sessions
- 5 Keynote Speakers
- 3 Interactive Workshops
- 12 Innovation Theater Sessions
- 12 Entity Networking Sessions
- 4 Current Conversations Networking Sessions
- 200+ Exhibitors

## VIRTUAL

Minimum of 18 CH\*

Highlights of the Virtual Experience:

- 5 Plenary Sessions
- 5 Keynote Speakers
- 3 Interactive Workshops
- 12 Innovation Theater Sessions
- 200+ Exhibitors



# Continued



## IN-PERSON

Denver, CO | Minimum of 19.5 CH\*

This experience also provides:

- More focused learning for those who prefer in-person learning and delivery
- You still get access to the virtual platform throughout the duration of the conference so you can let your mood and energy dictate how you'll engage with each session
- On-demand access to all the content for 60 days after the conference ends, so you won't miss a single session

## VIRTUAL

Minimum of 18 CH\*

In addition, the virtual experience gives you:

- Opportunity to better manage your work and learning schedule for those who find it hard to get away from the office or for those who prefer virtual learning
- Access to the virtual platform for simple, easy to access sessions from anywhere
- On-demand access to all the content for 60 days after the conference ends, so you won't miss a single session
- Opportunity to stretch your budget by learning more and earning more contact hours for less
- No travel means no hassle for added savings

\* After the conference, you may be eligible for additional contact hours through on-demand learning. However, for certification tracking, be sure to check with each certifying body to confirm what qualifies.



# How To Decide Which Experience is Best For You?



**Amara** is a Buyer for a large agency and is working toward her NIGP-CPP re-certification this year.

While she has adapted to online learning since the pandemic, she thrives in an in-person environment and values the energy of face-to-face interactions.

This year, she's attending the NIGP Forum in person—not just for the learning experience, but also to connect with potential software suppliers for a major project she's leading. With several of her shortlisted vendors exhibiting at Forum, it's the perfect opportunity to meet them and explore solutions firsthand.



**Jen** is the Contracts Manager at her agency and manages everything on her own.

Professional development is a top priority for her, but attending a conference for an extended period is challenging without backup at her agency.

That's why she's thrilled that NIGP now offers a virtual Forum option. It allows her to access valuable learning opportunities on her own schedule—without compromising her responsibilities.



**John**, the CPO at his agency in Kentucky, has been a longtime attendee of the NIGP Forum. He values reconnecting with peers, draws inspiration from the speakers, and always leaves with new connections and fresh ideas.

This year, after hiring four new team members, John is taking a strategic approach to professional development. While he plans to attend in person, he's having the rest of his team join virtually to make the most of their training budget—ensuring everyone gains valuable insights in a way that fits their needs.



**Mateen** was recently promoted to Sourcing Manager at his agency and just discovered NIGP Forum through his manager. He's eager to attend, but as a new dad, work travel is more challenging to plan around.

He's thrilled that a virtual option allows him to access all the valuable learning without added stress on his personal life.

Plus, with plans to earn his NIGP-CPP this year, attending virtually helps him maximize his training budget—ensuring he can cover all the professional development opportunities in his growth plan.

# How To Get Your Manager or CPO to Support Your Attendance at NIGP Forum 2025

We understand that securing funding to attend NIGP Forum can be challenging. Whether you're seeking approval from your direct manager, CPO, or HR team, having the right approach can make all the difference.

These key talking points and strategies will help you build a strong case, making it easier to communicate the value of attending and gain support from those who control the budget. [See here for email template you can customize for your needs.](#)

## FOCUS ON THE VALUE/ROI

- As procurement professionals, you're always focused on maximizing value in your projects—your learning and professional development should be no different.
- Investing in NIGP Forum gives you access to the latest insights, innovative strategies, and industry-leading expertise, all while connecting with top professionals in the field.
- Plus, you'll earn valuable contact hours, whether for certification or continued growth.
- The ROI is clear—simply divide the cost of attending by the number of contact hours you'll gain, and you'll see the unparalleled value of this opportunity.

## LIGHTEN THE LOAD FOR EVERYONE AND COMMUNICATE IN ADVANCE

- Stepping away from daily responsibilities to attend NIGP Forum can be a challenge, but with the right preparation, you can make the most of your experience—whether in-person or virtual.
- Whenever possible, wrap up key projects or milestones before Forum begins so you can fully engage without distractions.
- If that's not feasible, designate a trusted colleague to handle any critical tasks in your absence. Be sure to communicate this plan to your team and relevant stakeholders to ensure a smooth workflow while you're at Forum.

## SEEK ALTERNATIVE SOURCES FOR FUNDING

- Thanks to our partnership with Sourcewell, NIGP has been giving out scholarships to members for NIGP Forum and many of our other programs offered throughout the year.
- While the application period for this year's NIGP Forum scholarships is closed, keep this in mind for next Year. Visit [nigp.org/learning/scholarship-fund](https://nigp.org/learning/scholarship-fund) regularly to find out which programs are running at any given time.
- Check with your local chapter to see if they have scholarship programs available for chapter members.

# How To Get Your Manager or CPO to Support Your Attendance at NIGP Forum 2025



## PLAN STRATEGICALLY AND TIE BACK TO HOW IT BENEFITS YOUR ENTITY

- To get the most value from attending the NIGP Forum, approach it with clear goals and a well-thought-out plan for what you want to learn and achieve before the conference begins.
- Each year, NIGP staff, subject matter experts, and dedicated volunteers curate the content based on current industry trends and the most pressing needs of procurement professionals. Many, if not all, of the sessions will provide real-world insights that can directly impact your role and help you navigate challenges within your organization.
- When justifying your attendance, emphasize how the knowledge and skills gained will benefit both you and your entity. Drawing a clear connection between the NIGP Forum sessions and the practical improvements it can bring to your work will strengthen your case for participation.

## REMEMBER, IT'S MORE THAN JUST LEARNING AND NETWORKING

- While formal learning and networking remain core, the full NIGP Forum experience offers so much more.
- Whether you attend in person or virtually, you'll have countless opportunities to connect with new people and expand your professional network.
- Unexpected insights often arise from casual conversations—whether it's realizing others share similar challenges or receiving real-time solutions to pressing questions, you never know what valuable knowledge you'll gain.
- Beyond professional growth, NIGP Forum also provides a chance to step away from daily responsibilities, celebrate the procurement profession, and recognize collective achievements with your peers.

# How to Maximize Your Participation at NIGP FORUM 2025

Attending NIGP Forum—whether in person or virtually—is an investment of time and resources. To get the most value out of the experience, follow these strategies before, during, and after the event.

## BEFORE YOU GO



**Set Clear Goals** – Identify what you want to achieve, such as learning specific skills, networking with industry leaders, or finding solutions to challenges.



**Plan Your Schedule** – Review the agenda in advance, prioritize key sessions, and schedule time for networking and discussions.



**Engage on Social Media** – Follow event discussions on the NIGP Forum Nsite group and on LinkedIn and Facebook to connect with speakers and other attendees beforehand.

## DURING NIGP FORUM



**Be an Active Participant** – Ask questions, join discussions, and contribute insights in chat boxes or breakout sessions.



**Network Strategically** – Introduce yourself to speakers, panelists, and fellow attendees; exchange contact information for future follow-ups.



**Take Actionable Notes** – Focus on key takeaways, ideas, and how you can implement them in your role or organization.



**Share Your Experience** – Post highlights, quotes, or reflections on social media to engage with a broader audience.

## AFTER THE CONFERENCE



**Follow Up with Connections** – Send LinkedIn requests, emails, or messages to continue conversations with new contacts.



**Apply What You've Learned** – Share insights with your team or chapter, present key takeaways, or implement new strategies in your organization.



**Access On-Demand Content** – Revisit session recordings and materials to reinforce learning and gain additional insights.



**Provide Feedback & Stay Engaged** – Share feedback with organizers, engage in post-event discussions, and prepare for future conferences.



**By approaching a conference with intention, engagement, and follow-through, you can turn it into a valuable experience that benefits both you and your organization.**



# How to Enhance Engagement When Attending NIGP Forum Virtually: Host Group Viewings

Watching virtual conference sessions as a group can make the experience more interactive, engaging, and impactful. Whether in-person or through a virtual watch party, group viewings create a shared learning environment where participants can discuss insights in real time.

## Ways to Make Group Viewings More Engaging:

### Host a Watch Party

Gather colleagues in a meeting room or set up a virtual watch session on Zoom or Teams.



### Live Chat & Discussion

Encourage participants to share thoughts, ask questions, and engage in discussions during and after the session.



### Take Collaborative Notes

Use a shared document to compile key takeaways and action items.



### Plan a Post-Session Debrief

Schedule a follow-up conversation to discuss how the insights can be applied to your work.



**By watching sessions together, teams can enhance collaboration, reinforce key learnings, and make the virtual conference feel more dynamic and engaging.**

# How to Make Your NIGP Forum Attendance Newsworthy for You and Your Department

Attending NIGP Forum is a valuable experience—so make sure your department and organization know about it!



## **Broadcast Your Participation**

Share that you and your team attended the Forum and emphasize key takeaways.



## **Leverage Internal Communications**

Use newsletters, intranet updates, or an online community space to highlight important insights, impactful sessions, and new strategies learned.



## **Showcase the Value**

Summarize key discussions, best practices, and innovative ideas that can benefit your department and organization.

**By promoting your experience, you reinforce the importance of professional development and make a strong case for continued participation in future conferences.**

# Email Template



Hi [Manager Name],

Registration is now open for NIGP Forum 2025, and I'm interested in attending on behalf of [organization name]. I would like to get your approval to attend the experience which will be held [in-person in Denver, CO / virtually from July 27 – 30, 2025].

NIGP Forum is the largest conference focused strictly on public procurement, and it's the premier event for our industry. By attending, not only will I be learning from the biggest thought leaders in the profession, but I'll also increase my network of procurement peers, and I'll meet key suppliers who cater to our market.

Below are some of the sessions I plan to attend that will be the most impactful to me and my role [feel free to also attach schedule at-a-glance].

- **Session 1:** Insert the name of the session here
- **Session 2:** Insert the name of the session here
- **Session 3:** Insert the name of the session here

For your convenience, I have included a breakdown of how much it will cost for me to attend NIGP Forum this year.

Registration Fee:	\$
Airfare/Travel Fee:	\$
Hotel Fees:	\$
Additional Expenses:	\$
Early Registration Savings/Promotions/Scholarships:	\$
Total Forecasted Costs: [Calculate Total Cost]	\$
Included in Registration: [List what is included with registration]	
Contact Hours:	

To ensure this experience benefits our entire team, I can prepare a brief write-up or presentation after attending the conference to share what I have learned with everyone else. I can also create an action plan that incorporates the tools, resources, and strategies I discover for others to use as well.

If you want to learn more about NIGP Forum 2025, [visit here](#). Thank you for taking the time to review this request, and I look forward to speaking with you about this opportunity.

Sincerely,

[Your Name]

The logo for NIGP Forum 2025 is positioned in the lower center of the image. It features the text "NIGP" in a white, sans-serif font, with a horizontal line above it and a vertical line to its right, forming a partial frame. Below "NIGP" are the words "FORUM" and "2025" in a bold, white, sans-serif font.

NIGP  
**FORUM**  
**2025**