NIGP Forum 2025 Conference & Exposition
Proposal Content Requirements

Please review the important information below to ensure you meet the proposal requirements.

Proposal Types

When you start submitting a proposal, you will be asked to select a session format that best describes the proposal. There are two (2) proposal types:

1. **Learning session:** These 75-minute presentation-based sessions provide attendees with relevant and actionable material and takeaways in a particular content area or theme. The typical audience size is 200+ attendees in person and 200+ virtual attendees. The delivery method should be one of the following styles:

    a. **Presentation style** with an emphasis on slides and lecture featuring one or two speakers.

    b. **Facilitated discussion style** with some supporting slides featuring one or two speakers. Emphasis on interaction with participants and active learning. This is NIGP's preferred format.

    c. **Moderated panel style** consisting of <u>no more than four panelists plus the moderator.</u> The moderator should have a predefined set of questions based on an overall program design for the panel discussion and incorporate audience questions and feedback into the discussion. There will be limited panel sessions available in 2025.

2. **Workshop:** These 2 ½ hour (2 sessions, 75-minutes each) active learning sessions incorporate highly experiential activities, problem solving activities, small group discussions and presentations back to peers, and so forth. The typical audience size is 150+ attendees in person and 200+ virtual attendees.

IMPORTANT: All content will be live streamed for virtual audience and recorded for On Demand access for all Forum attendees. NIGP will be assisting session speakers in a support role as producers during Forum to ensure a successful experience for both the in-person and virtual audience.

Session Development

NIGP's sessions are learning experiences first and foremost, and as such **must be noncommercial in content and delivery.**

When developing your proposal submission, make sure the content is informative and relevant, with clear and immediate application to the learner's work. Be sure the content corresponds with the applications to the job.

All Learning Sessions and Workshops will be livestreamed to the virtual audience. We highly encourage you to include interactive or hands-on methods to support learning within the conference session framework, while minimizing PowerPoint slides.

> **Note: All speakers will be required to:**
>
> - Attend a short presenter training focused on presentation and facilitation best practices and effective presentation for in-person and virtual audiences.
> - Submit their final presenter(s) list, presentation slides, and takeaways by **June 27, 2025, (4 weeks prior)** to the event.
> - Check-in with the NIGP Forum Speaker Coordinator on site the morning of their session(s).

Proposal Submission Fields

NIGP's proposal submission is a 2-step process. If your proposal is accepted, you will be emailed the second part for completion.

Part 1

These are the required sections that must be completed before submitting a proposal.

Submitter and Speakers

Submitter

Provide the main contact information. Please note, email communications regarding the submission will be to the Submitter.

Primary Speaker

Provide the name, contact information, and background for Primary speaker.

Co Presenters

Provide the name, contact information, and background for additional speakers.

Proposal

Session Title

Provide a short catchy title that will motivate people to attend.

Proposal Type

You will be asked to select from one of the two (2) proposal types that best describe your session: Learning Session or Workshop.

Theme Alignment

To create a well-rounded conference program and respond to feedback from attendees, NIGP has done a significant amount of pre-planning for the 2025 conference learning program. The themes are a result of this planning and cover core and current topics, as well as trends. For your proposal, you will be asked to specify the [theme](#) that most closely represents your topic.

Session Abstract Description

This section is for INTERNAL REVIEW USE ONLY. Our submission process is competitive. NIGP's Content Management Committee will review and score each proposal and make recommendations for final selection. This section should explain to the committee the basic background on your subject matter/topic, what you will discuss in your session, any prerequisites needed to attend, and actionable learning outcomes that attendees will be able to put into practice. Please think of this section as a deeper dive into your subject matter; it should be written so the committee can understand exactly what will be delivered to attendees.

Job Application

Your "job application" are to show how the participant will be able to apply your session content back on the job. Session participants evaluate sessions positively or negatively according to how much they can use the information on the job.

Begin your application with action words like apply, analyze, develop, examine, assess, or evaluate to ensure your applications are action-oriented statements. You are required to submit at least one Application on the Job and may have up to three.

Make sure your session can achieve the objectives you choose! We are expecting you to deliver a deeper level of knowledge, skills, and abilities (competencies) to Forum learners.

Please reference this PDF for assistance: Writing Learner-Focused Application on the Job (Objectives)

Target Audience

The conference audience ranges from novice practitioners to highly experienced professionals. Please ensure your content is suitable for a diverse audience. For your proposal, you will be asked to specify no more than two (2) target audience groups from the following list of options. Please click here to see the specific roles that are included under each main group.

- Director, Manager, Supervisor
- Strategists and Analysts
- Specialists and Technicians
- New to Procurement
- Auxiliary and Support Program Leads and Assistants
- Materials Staff
- Suppliers

Session Level

You will be asked to select the level at which your presentation is targeted: **Foundation** or **Advanced**. Make sure your session is designed to the level you specify!

- Foundation Learning Sessions:
  - These sessions are tailored for professionals who are seeking to understand and master the fundamentals of public procurement. The content of these sessions is foundation to intermediate, designed to ensure that attendees acquire the fundamentals of the topic moving towards intermediate proficiency.
- Advanced Learning Sessions:
  - These sessions are aimed at professionals who have mastered the foundations of procurement and are looking for more advanced content. Advanced sessions are premised on the assumption that attendees already have a solid understanding of the basic concepts, allowing the sessions to delve into new and more complex topics promptly. This level is intended to enhance and expand the participants' expertise.

Delivery Methods

How you plan to deliver your session is as important as the content. Your session should be designed to provide attendees with the knowledge, skills, and abilities (competencies) along with strategies, and solutions they need to effectively conduct their business and / or grow in their career and develop professionally.

All speakers are asked to continue our shared quest for quality of both content and delivery of sessions. Remember that this is a learning experience. Even if you are a seasoned presenter, spend some time researching and practicing some of the key strategies for facilitating learning. Limit your use of PowerPoint as a delivery method. **Please note that slides and any supplemental materials will be provided electronically via the conference platform. Your cooperation in providing these in a timely manner will be essential. The attendee experience is enhanced when speakers provide access to their presentation and materials electronically.**

- Design interactive ways to engage with the participants and have them engage with each other within the conference session framework.
- Deliver content that supports the Application-Focused Learning Objectives.
- Model as many of the concepts you are delivering in the session as possible and practical.

Part 2

If your proposal is selected, you will be asked to complete Part 2 of the submission, which includes the following.

Session Description:

This area is designed to be a short description (2 to 3 sentences MAX), to encourage attendees to come to the session. It will be used for the public-facing program guide, app, website, and other potential uses.

Speaker Pictures Upload

You will be asked to provide pictures for each presenter.

Room Set Preference

Conference sessions are set in classroom style (long tables and chairs) to accommodate as many learners as possible. Only a few rooms, those for Workshops, are set with round tables, and we cannot guarantee this room set for everyone.

Equipment Needs

Standard equipment will be provided for your session which consists of: One (1) 16:9 widescreen LCD projector, One (1) screen, A wireless lavaliere (lapel) microphone for each speaker, One (1) wireless slide advancer, and sound system (sound in room). **Important: A laptop will <u>not</u> be provided in your session room. Therefore, you will need to bring your own computer and have your presentation on a USB drive at the event.**

Speaker Release Form

You will be asked to read and accept NIGP's Speaker Release Form.

Proposal Submission Instructions

Please review the information below to ensure successful submission of your proposal.

1. Start your proposal by selecting "Click here to begin your submission."

2. You will be prompted to Log in. Provide your NIGP account credentials or choose "Create An Account."

3. Complete all four (4) parts of the application: Submitter, Primary Presenter, Co-Presenters (if applicable) and Proposal.

4. Proposals must be finalized and submitted online by 11:59 PM EDT on January 6, 2025. NIGP does not accept late submissions.

5. Be sure to save throughout your submission process. You can make changes up until you select **Save and Finalize**.

6. To make submission changes, login to the submission website, go to **Incomplete** and choose **Edit**.

7. You have an option to share access to the application with others. To add Collaborators, click **Manage** and then **Add Collaborator**.

8. We suggest you keep a copy of your proposal(s) for your records. To obtain a copy, click **Print** next to your submission name.

Note:

- All submitters will receive an email notification whether your submitted proposal has been accepted or declined by February 3, 2025.

- You may submit up to two (2) proposals per individual. **Important Note:** Individuals may *only* present 2 sessions at Forum 2025. If you are presenting in another session as a co-presenter or panelist, that session <u>does</u> count towards the 2-session limit per individual.