



**CHANGE
MANAGEMENT** 2019
April 28 - May 1, 2019 | Orlando, Florida, USA

Call for Speakers

FAQ's for ACMP's Speaker Application Process

1. Where can I find the Session Submission Form?
 - a. [Speaker Submission Website](#)
2. Can I submit Supplemental material for my proposal?
 - a. In order to keep the time commitment for the volunteer reviewers to a minimum, it is necessary to limit the proposal content to the fields provided. Additional documentation will not be accepted.
3. Do I have to complete my proposal in one sitting?
 - a. Yes, in order to advance through the form, you will need to complete the required fields in one sitting. Please do not go back and edit after the completed application has been submitted. The Speaker committee will begin reviewing submissions after they are completed on a rolling basis.
4. What is the deadline to submit education session proposals?
 - a. This process will remain open for the year. Deadlines will be put in place as a cut-off date for when submissions will not be taken for a specific event. The cut off for Change Management 2019 Annual Conference in Orlando is **August 24, 2018**. The cutoff for all 2019 Regional Conferences is **January 18, 2018**.
5. What are the selection criteria for education session proposals?
 - a. Submissions will be reviewed and scored in the following areas:
 - i. Thoroughness: The application must be received by the deadline. Only those providing a complete submission form will be reviewed. This includes a video.
 - ii. Content: Is the topic relevant to the profession? Does it convey ideas solidly and have a 'takeaway' for the attendees? Is the topic, description and learning objectives advanced, relevant and cohesive?
 - iii. Speakers: Speaker knowledge and experience, presence and professionalism.
 - iv. Presentation Style/Format: Will the session be interactive and engaging?
6. What are the different session style options for the events?
 - a. Participatory Lecture: One or two presenters sharing information with the audience. Lecture presenters are expected to also involve the attendees in small group discussion for at least 25% of the session.
 - b. Workshop: Interactive session; with the attendees working through specific exercises.
 - c. Panel: Thought leaders share their views on topical issues or trends affecting the profession. Heavy on the Q & A.
 - d. World Café: Round table type discussions; interaction amongst attendees. The presenter is more of a facilitator with little to no lecture and speaking.
 - e. Case Study: Presenter leads discussion on a real-life business issue. They will describe the strategy used during the planning phase, the development process, and the results. Attendees should be involved in small group discussions - determining how they would



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- best resolve the problem; what worked, what didn't and how to apply in their own business setting.
- f. **MASTERCLASS Session:** This is small group senior change practitioner learning and interaction. It is meant for practitioners with 11+ years experience in change management. These are limited to small groups of people with the key for this being interaction amongst the attendees. Our attendees have lots to share, help facilitate that. Bring your own expertise to the table but only plan on spending a short amount of time on that and a larger amount of time on the interaction.
 - g. **Webinar:** Online education session.
7. How long will the proposal process take?
- a. Sessions will be reviewed by at least 6-8 members of the Speaker Committee. You can expect feedback on your submission anticipated by later than October 12, 2018 for the 2019 Annual Conference in Orlando. For the 2019 Regional Conferences, anticipated feedback will be presented by January 31, 2019. Webinars will be rolling. Outstanding conference submissions will be rolling and may be notified sooner.
8. Are there other speaker requirements beyond the actual session at the Conference or Webinar?
- a. Yes.
 - i. Personal speaker coaching and speaker training webinars are required for all session speakers. Exact date TBD by event.
 - ii. Speakers will need to attend orientation and training to help them be successful in their ACMP experience
 - iii. Speakers should use social media to promote ACMP Change Management Conference or webinar and their own presentation. An email signature line graphic will also be available for selected speakers to promote their participation.
 - iv. [Click here](#) for the Speaker Agreement Terms and Conditions. Failure to comply to the terms and conditions could result in a speaking opportunity being cancelled.
9. What information do I need to collect on the speakers prior to submitting my proposal?
- a. Our reviewers have expressed a desire to know more about the proposed speakers. We strongly encourage you to have your speaker information complete. Speaker information must include:
 - i. Brief speaker bio
 - ii. Complete contact information
 - iii. Video Clip: Note - Only one video clip is needed for each submission. Clip should be of the primary presenter or the entire group if possible. Video is required – if you do not have a professional video, please simply record 30 seconds – 3 minutes of yourself speaking about why you want to present on this topic, why you are passionate about your topic and what you will bring to the conference. This does not have to be a formal video, just a simple video via your smart phone, tablet or web cam.
 - iv. Refer to the submission portal for a review of the information required.
10. Do I actually need to include a video in my submission?



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- a. Yes. A video is required for your session submission to be evaluated. However, a video does not need to be professionally produced nor formal. It can be a camera phone clip or a webcam recording of the lead speaker for 30 seconds – 3 min talking about your presentation, why you want to present, etc. But you want to make your best impression!
11. Who can I talk to if I have additional questions?
- a. We would be pleased to speak with you and walk you through the process. Please contact our Meetings Team at: conference@acmpglobal.org or ACMP's main number: +1.407.392.3373 or Toll Free: +1.888.389.0130

Quick Links

[Speaker Tips and Resources](#)

[Speaker Agreement Terms and Conditions](#)

[Speaker Submission Website](#)