



CALL FOR SPEAKERS

The National Procurement Institute is issuing a call for speakers to provide relevant sessions to our conference delegates at the **48th Annual Conference and Products Exposition** at the Antlers Hotel in Colorado Springs, Colorado. NPI invites those interested in presenting a session related to public procurement or any of the Achievement of Excellence in Procurement award criteria to complete and submit the Speaker Qualification and Session Description form.

Conference Information

Date: October 9 – 12, 2016
Location: Colorado Springs, CO
Venue: The Antlers Hotel
Attendance: 120 delegates per day

Session Information

Educational Tracks: Professional Development and AEP Award Criteria
Session Options: General Session or Breakout Session
Session Times: 60 or 90 minutes (proposed longer sessions may be split into segments)

Submissions will be accepted through February 29, 2016. Submittals must be valid for 90 days.

Please complete the qualification form and submit the requested information via e-mail to:

Christina Pryor, CPPB
christina.pryor@chandleraz.gov

OR

Jim Tillman, C.P.M., CPPO
jtillman@broward.org

If you would like a MS Word document of the Speaker Qualification and Session Description form, please request one at one of the above email addresses.

Speaker Qualification and Session Description Form

Session Title:

CONTACT INFORMATION

Please include contact information for each presenter.

Name			
Company Name			
Street Address	City	State	Zip
Telephone	Email		
Website			

REFERENCES

Please list any organizations in which you given this session.

1	Organization Name	
	Session Name:	
	Contact Name:	
	Contact Email Address:	

2	Organization Name	
	Session Name	
	Contact Name:	
	Contact Email Address:	

3	Organization Name	
	Session Name	
	Contact Name:	
	Contact Email Address:	

BACKGROUND INFORMATION

Audience:

Provide a short paragraph describing the audience for whom the topic is intended. State the reasons the subject area is of importance to the procurement field.

Bullet Points:

List four to six bullet points that describe the specific topics the session will address.

Session Summary: (1 paragraph)

Provide a session summary describing the session. If selected, this will be used in the conference brochure.

Level:

The level that the session is intended to be:

Intermediate/Legal Update
Advanced

Comments:

How does the session topic tie to the field of procurement or to the AEP criteria?

The AEP criteria are contained in the application available online at:

<https://www.npiconnection.org/aep/application.asp>

Type of Materials:

NPI encourages speakers to provide practical handouts such as sample contract language, draft policies, or checklists. Please indicate the type of handouts to be provided.

Membership:

Are you a member of NPI or an affiliate organization?

_____ NPI _____ PPA _____ ISM _____ Other: _____

Fees:

Equipment or Supplies needed

Approximate Session Length.

Sessions are either 60 or 90 minutes in length. Longer topics can be split over two to three sessions.

Biography:

Please attach a brief resume/biography of each speaker (1-2 paragraphs).

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Signature

Federal ID/EIN

Date

Printed Name