

Be a Change Management Speaker and Contributor!

If you can help ACMP DC deliver outstanding education experiences for our members and non-members, we'd love to hear from you!

The Association of Change Management Professionals DC Chapter (ACMP DC) is hosting its first annual ACMP DC Conference "Clear Vision for Change" as a virtual 1/2 day event on October 22, 2020. Please be sure to submit your application by the deadline below.

ACMP DC 2020 (Annual Conference) - Deadline is September 12, 2020.

ACMP DC Clear Vision for Change 2020 is the first annual gathering of change practitioners from around the DC metro area. ACMP DC anticipates approximately 100 attendees or more for this inaugural online event. We will feature an opening keynote speaker and multiple concurrent breakout sessions. Attendees are experienced change management practitioners who primarily work or consult for multi-national companies in the federal government, technology, college/university, healthcare, energy, finance/insurance and other major industries. Change management is often their primary or sole responsibility. This group is largely considered advanced or has at least 8 years or more of full-time experience in change management and are looking for increasingly senior-level content.

How Submissions Will be Evaluated

Submissions will be reviewed and evaluated in the following areas:

- **Thoroughness:** the application must be received by the deadline. Only those providing a complete submission form will be reviewed.
- **Content:** is the topic relevant to the profession? Does it convey ideas solidly and have a "take away" for the attendees? Is the topic advanced, relevant and cohesive? Is it an innovative idea or an idea that advances the subject of change management?
- **Speakers:** speaker knowledge, experience, presence, and professionalism.
- **Presentation Style/Format:** will the session be interactive and engaging?

We look forward to receiving your submission!

Speaker Information

Please provide the following information for the session presenter(s).

* 1. Primary Presenter Information

Name

Company

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

2. Co-Presenter Information (if any)

Name

Company

Job Title

Email Address

Role

3. Prior Speaking Experience

Please describe your prior speaking experience. When and where have you spoken? Describe your speaking and delivery style. Why are you considered an expert on this topic? Do you have experience speaking virtually? Provide similar details for co-presenters.

4. ACMP Speaking Experience

Have you presented at ACMP or ACMP DC events in the past?

- Yes
- No
- Describe:

* 5. Consent

I understand the information I provide will be used to manage my participation with this event. This data will be used by the event organizers to keep me informed about this event via email and other communication methods, and provide services while I am at the event. Additionally, my basic information including name, company, job title, and biography may be shared publicly via websites, marketing materials, published guides, mobile app, and other materials.

Agree

Presentation Details

Please use this section to provide details about the session you wish to lead.

*** 6. Presentation Title**

*** 7. Session/Presentation Description**

Summary of your session including Session Outline and predicted length (should not exceed 45 minutes). Please provide enough information for the Speaker Selection Committee to understand the attendee benefit of participating. This description will be included in the conference program and should attract attendees to your session. It should answer the question: why should anyone attend this session? It should also describe the format: how you plan to interact with and engage participants, cement their learning and promote adult learning techniques.

*** 8. Session Learning Objectives**

Define what your attendees will learn or be able to do as a result of attending your session. This should be something that sets your session apart and be different than but aligned with your session description.

Session Learning Objectives

*** 9. Skill Level**

Indicate the level of CM practitioner this session will appeal to. You may check multiple boxes.

- Advanced Practitioner
- Mid-career Practitioner
- New Practitioner

Speaker Biography and Video

This section requests information on your professional biography, experience within the Change Management field, and a short video clip (optional) that demonstrates your speaking ability.

Biographic information should highlight significant experience and affiliation of each presenter. The biography may be published on the ACMP DC website and program. Each biography is limited to 250 words.

Video clip is a 1 - 3 minute video that need not be of professional quality.

* 10. Primary Presenter Biography

11. Co-Presenter Biography

12. Video Clip - Primary Presenter (OPTIONAL but desired)

Please include a brief (1-3 mins) video clip that includes you introducing yourself, speaking to an audience, and/or describing your proposed session. A simple video taken from your computer or smart phone is acceptable. Please include a link to access your video clip. Note: only one video clip is needed from each session submission. Clip should be of the primary presenter.

Speaker Demographic Information (Optional)

The following demographic questions are optional but will help us with our commitment to bring forward a more diverse pool of speakers for chapter activities and events.

13. What gender do you identify as?

- Male
- Female
- Non-binary/Third gender
- Prefer not to answer
- Other (please specify)

14. Please specify your ethnicity.

- American Indian/Native American
- Asian
- Black/African American
- Latino or Hispanic
- Native Hawaiian/Pacific Islander
- White/Caucasian
- Two or more
- Prefer not to answer
- Other (please specify)

15. Which category below includes your age?

- 18-20
- 21-29
- 30-39
- 40-49
- 50-59
- 60 or older
- Prefer not to answer

Speaker Agreement Terms and Conditions

Sharing your professional experience at the ACMP DC Conference provides quality exposure for you and your organization while creating an unprecedented learning opportunity for attendees. Please review the following Speaker Guidelines, Terms and Conditions, and accept the terms when completing the Speaker Submission Form. If selected as a speaker:

Firm Commitment:

You agree to present at the ACMP DC 2020 Conference. The exact date and time of your session will be shared in your acceptance letter. Your signed acceptance letter commits you to delivering your presentation at the conference and does not include the option for delegating a substitute speaker. If unexpected and extenuating circumstances arise that prevent you from fulfilling your speaking commitment, you agree to notify ACMP DC immediately in writing to discuss options. Please note, such circumstances only include personal emergencies and unexpected employment status changes impacting your ability to represent your material due to prior employers' restrictions.

Adherence to Deadlines:

If selected to speak at the ACMP DC Conference, you agree to complete the following actions within the stated deadlines for ACMP DC Conference:

- Confirm your acceptance to participate in the conference by the deadline provided in the acceptance letter.
- Submit final slides utilizing the required ACMP DC template according to the deadlines provided.

Obtaining Relevant Permissions/Clearances:

- You agree to author a presentation and represent that you own all rights in the presentation or that the content is in the public domain, free of all claims, liens, and encumbrances and have full power to execute this Agreement. You agree to obtain any permission or clearance required for the content of your presentation during the webinar by your employer and/or client, the owner of the presentation content or any other necessary organization or individual prior to submitting the presentation to ACMP DC.
- If your presentation is based on your work with another company, you agree that you are the sole author(s) and that the owner of the presentation content (the company cited in the presentation) has granted written permission for this content to be presented during the webinar.
- You represent that the presentation does not infringe the statutory copyright or common law literary rights of others, and it does not violate the rights of privacy or libel other persons or otherwise violate any other intellectual property rights. If the presentation contains copyrighted material owned by a third party, you agree to obtain written permission from the copyright owner to use the copyrighted material in the presentation. Written permission must be shared with ACMP DC no later than 8 weeks prior to the education event.

Hold Harmless:

You agree to indemnify and hold harmless ACMP DC, its licensees, assignees and contractors in any action arising out of facts which constitute a breach of the aforementioned representations and warranties and hold them harmless for any and all third party claims, damages, liabilities, costs, charges and expenses including reasonable attorneys' fees arising out of any breach of the aforementioned representations and warranties or relating to the content of the presentation.

Non-Disparagement:

You agree that your presentation will not disparage any methodologies or bodies of work and will conduct yourself in a professional, ethical fashion.

No Solicitation:

You agree to ensure that your education session is a Sales-Free Zone. Unless specifically designated, ACMP DC programs are non-commercial forums. Individuals are to refrain from the use of brand names and all specific product endorsements. Under no circumstances shall any ACMP event be a speaking platform to be used as a place for direct promotion of a speaker's product, service, or monetary self-interest. Selling from the podium is defined as:

- Making a sales transaction.
- Using your session to develop a mailing list.
- Handing out price lists.
- Encouraging participants to contact the speaker by telling session attendees how the speaker can be reached for discussing engagements/fees. Note: speakers may provide their contact information to participants for the sole purpose of follow-up questions related to the presentation.
- Discounting others' views, models, or products in the session.
- Including company literature in speaker handouts and/or distributing company materials or products during an ACMP DC session.

Non-Discriminatory Presentation Guidelines:

Instructors must refrain from overt statements or offensive humor, which would disparage the dignity of any individual or group. Following are some non-discriminatory presentation guidelines:

- Use non-discriminatory words in verbal and written communications.
- Review your material and substitute asexual words such as sales representative or salesperson instead of salesman. Refrain from using labels (e.g., referring to women as "girls"). Eliminate sexist language in your handouts (i.e. replace masculine pronouns with he or she, or reword sentences or phrases).
- If you encourage audience participation, acknowledge and give equal opportunity for contribution.
- Avoid discriminatory jokes (e.g., belittling a person's sex, race, or age, or perpetuating a stereotype).
- Introduce panel members in a non-sexist manner. Ask panelists how they wish to be presented. Avoid references to personal/physical attributes. Acknowledge professional positions, skills and contributions to the industry. Be consistent in the use of names and titles, giving the same type of information and level of formality for each. As an example: "Ms. Mary Jones, Vice President of ABC Presentations, and Mr. John Smith, Sales Manager of Smith & Associates, will join us today."
- Avoid visual aids that show people in stereotypical roles. Regardless of sex, race, age groups, etc., present individuals without bias. Failure to comply with this agreement and/or to adhere to the deadlines could result in your being removed from the schedule.

Disclaimer

The views expressed by speakers or other third parties in ACMP DC events and/or conferences are those of the speaker or third-party and not, necessarily, of ACMP DC. With regard to any information presented by a speaker or third-party at any ACMP DC event, ACMP DC does not make any warranty, express or implied, including the warranties of merchantability and fitness for a particular purpose, and specifically disclaims any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, product, service or process presented and makes no representation that its use would not infringe upon privately owned rights. Furthermore, the presentation of any material or information by a third party regarding any specific opinion, commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply ACMP DC's endorsement or recommendation of such opinion, process, service, item or organization. Any such material or information presented by a third-party in any format at an ACMP event, without limitation, is for informational purposes only.

Non-Compliance

Failure to comply with this agreement and/or to adhere to the deadlines could result in your being removed from the schedule. ACMP DC receives a large variety of submissions that are outstanding and are willing to be placed on a waiting list. By participating in the application process, you certify that you are agreeing to all of the items outlined in this agreement. A copy of this agreement will also be made available during the application process.

* 16. By participating in the application process, you certify that you have read, understand and agree to comply with all the items outlined in this agreement. Please indicate your agreement by checking this box.

Agree

Thank You!!

Thank you for your submission. You will receive an email confirming receipt of your session submittal. The ACMP DC Conference Planning Committee will review all session submissions and notify you of the results shortly after September 12, 2020.

Thank you once again for your willingness to share your expertise with the ACMP DC community.

If you have any questions, please email acmpdc@gmail.com