

# **WORLD WORKPLACE EUROPE CALL FOR ABSTRACTS POLICIES AND PROCEDURES**

IFMA, FMN and EuroFM welcome professionals from both public and private sectors. Educators, researchers, topic experts, authors, students, practitioners and IFMA, FMN and EuroFM members unite with partners, government representatives and members of partnering organizations to explore research, solutions and share notes, ideas, experiences and lessons learned.

Attendees represent all aspects of the work environment from facility management, real estate, information technology, sustainable developments and human resources, to engineering, architecture, design, security and other related industries.

## **HONORARIA, TRAVEL EXPENSES AND COMPLIMENTARY REGISTRATION**

As three non-profit groups, IFMA, FMN and/or EuroFM does not pay an honorarium for concurrent session presentations. All speakers will be responsible for their own travel, accommodations and related expenses. Speakers selected to present will be provided with a up to one-day complimentary registration of €299 full conference registration if the speaker wishes to attend the full event. These special registration types can be accesses through the Speaker Service Center once the abstract has been accepted.

## **SESSION SPEAKER LIMITS**

Education sessions are limited to two (2) speakers unless the abstract being submitted is for a panel discussion. Please limit panel discussions to five (5) speakers including the host. To maintain the integrity of the education program, presenters are advised not to use their session(s) as a platform for promotion of their products and services, or for monetary gain.

## **SPEAKER OBLIGATIONS**

All submitters will be notified of their final selection status via email within 6 to 8 weeks of the call closing date. If your abstract is accepted, you will receive a limited speaker event registration and will be expected to:

1. Complete a confirmation and release form
2. Adhere to pre-determined session deliverable deadlines
3. Submit conference proceedings (6-page maximum white paper) in.pdf format to be published online for registered attendees
5. Submit the Final Presentation Handout (using the World Workplace Europe 2023 power point template) in.pdf format to be published online for registered attendees
6. Deliver an exceptional educational session at the conference

***Note: All presenters will be responsible for their own travel, accommodations and related expenses.***

Appearing before the decision-makers in the FM industry is a privilege and an honor. You have the opportunity to set yourself apart by sharing your expertise and making a valuable contribution to the industry.

## **ATTENDING THIS CONFERENCE AS A PRESENTER CAN:**

- Enhance your credibility and stature among industry professionals
- Refresh and increase your personal knowledge as you prepare your thoughts, handouts and visuals for presentation
- Challenge yourself and your colleagues through classroom interaction
- Be used toward recertification of several industry designations

If you are a selected speaker, we ask that you take the commitment like any other and ensure that you are able to deliver the session and meet the deliverable deadlines required by World Workplace Europe. We understand that unexpected conflicts can occur and we appreciate your advance notice in the event that circumstances prevent you from attending.

## **SUBMISSION INSTRUCTIONS AND EVALUATION PROCESS**

### *Important Tips for Completing the Call for Abstracts*

When completing your application online, please keep in mind the following:

- Note that all required fields in the application are designated with an asterisk (\*)/bolded in red. You will not be allowed to submit your application unless all required fields are completed.
- Gather all information needed before you begin. There are several areas of submission for this conference. Please pre-determine which area your session best fits. The areas of submission and descriptions are listed in the form.
- Note that first preference for round tables is for partners of World Workplace Europe. If you would like to submit a round table, the organization of World Workplace Europe decides if you will be selected.
- Proofread what you have entered into the application. The Program Committee reviews your application based on the specified evaluation criteria. If your application is difficult to read because of spelling or grammatical errors, you could lose points in the quality category.
- The Call for Abstracts form must be filled out completely. The Program Committee has only your proposal on which to base its decision. Incomplete applications will not be reviewed or considered by the Program Committee.

Please fill out all speaker information fields, even if you have presented at another IFMA, FMN or EuroFM event in the past. The Program Committee does not have access to your past presentation submissions. Be sure your application is complete before you hit the submit button.