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Description automatically generated Call for Presentations for PM Roundtables**

***Invitation to Prospective Presenters***

The ACEC/MA PM Roundtable Series plans to host periodic virtual sessions throughout the year, starting in autumn 2023. ACEC/MA welcomes presentation proposals focused on topics addressing project management development in the engineering community. This is your opportunity to shine and share your experience, skills, bloopers, and successes with others for the benefit of the profession.

***Submission Guidelines and Proposal Evaluation***

The ACEC/MA Leadership Education Committee (LEC) seeks **20-to-30-minute** presentations on topics relevant to project management growth and career development. Topics can include project management tips on project scope, schedule, budget, communications, quality, and teams. In addition to project delivery topics, speakers can present on the project manager role in business development, understanding your client, and engineering firm success. In addition to the 30-minute (maximum) presentation, speakers will collaborate with LEC hosts to facilitate a 60-minute small-group sharing session for a 1.5-hour virtual session.

Presentations are expected to make significant contributions to the professional dialogue and development of attendees’ skills. Presenters may not market particular products or services.

Neither ACEC nor ACEC/MA membership are required for selection. Selection criteria includes the proposal clarity, topic relevance to project managers, practical value, and the presenter’s background and experience.

***Submission Requirements***

The completed Presentation Entry Form must provide the following:

* ***Instructional Objectives:*** Identify and describe what an attendee will know, understand, or be able to do because of attending your session.
* ***Session Abstract:*** This must be no more than 75 words (excluding presenter names).
* ***Length:*** The proposal shall confirm adherence to the presentation timeframe of 30-minutes for presentation and 60-minutes for participating in the facilitated sharing session.
* ***PowerPoint:*** You will be asked to submit your outline or PowerPoint presentation 2 weeks prior to your session. **This PowerPoint becomes the property of the ACEC/MA and may be distributed to session participants as a pdf via an ACEC/MA website link.**
* ***Subject Line for Email:*** When emailing your proposal, be sure to include this subject line: **ACEC/MA PM Roundtable Proposal. Do not include this Call for Presentations page with your submission.**

Note: ACEC/MA does not pay speaker fees nor reimburse speakers for any of their expenses related to speaking at these PM Roundtables. ACEC/MA will not provide a list of participants, but speakers can invite participants to contact them directly by providing contact information on the last slide.

***Proposal Submission***

Email the **ACEC/MA PM Roundtable Presentation Proposal Submission Form**, **without this Call for Presentations page**, to ACEC/MA [acecma@engineers.org](mailto:acecma@engineers.org) in electronic versions (both MS Word and PDF). When emailing your proposal, be sure to include this email subject line: ***ACEC/MA PM Roundtable Proposal***. Questions? Contact ACEC/MA staff at 617-227-5551 or email [acecma@engineers.org](mailto:acecma@engineers.org)

**ACEC/MA PM Roundtable Presentation Proposal Submission Form**

**Proposed Session Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Speaker Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACEC/MA Member:** Yes\_\_\_ No\_\_\_ (Choose one.)

**ACEC Member in another Member Organization:** Yes\_\_\_ No\_\_\_ (Choose one.)

More than one speaker for this session? Yes\_\_ No\_\_\_ (Choose one.)

*See item B. on next page to add additional speaker names.*

Speaker’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List some of the presentations you have made in the last two years.

Year Event Title of Presentation

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ACEC/MA shall not assume any responsibility or liability for the content of any presentation. Any PowerPoint provided for discussion may be distributed to Roundtable participants, by means that may include, but are not limited to, posting as a PDF on the ACEC/MA website.

I have read the expectations in connection with being a presenter for the ACEC/MA PM Roundtable Series and agree to follow the guidelines set by ACEC/MA.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**A. Principal Presenter Biography:** (Limit 100 words)

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**B. If there will be more than one speaker or a panel of presenters, identify all participants:** (for more space attach another sheet)

Additional Speaker Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACEC and ACEC/MA membership status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaker’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm/Institution/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell (if different):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**C. Learning Outcomes:**

List the top three things an attendee will be able to do/know after participating in your session:

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2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Presentation Abstract:** (Word Limit: 75 words)

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**E. Additional Information relevant to this submission:**

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