

NES 2019

Presentation Guidelines and Deadlines

The National Education Seminar (NES) is the premier educational opportunity for property and asset management professionals who manage personal property and fixed assets for universities, federal, state and local governments, hospitals, and private industries. We encourage educational sessions that are theoretical or practical in application.

Our goal is to offer more 'how to' type sessions where attendees will be able to apply the knowledge learned during NES when they get back to the office to reduce costs, risks and improve their overall asset management operations.

The 2019 NES is scheduled August 19-22, 2019, in Washington, DC. Please review the submission guidelines below before you begin the submission process.

Thank you,
The NES Planning Committee

SUBMISSION GUIDELINES

Submissions must be received by February 1, 2019 to be considered for inclusion in the 2018 NES program. If you would like to submit multiple proposals, a submission for each proposal is required.

Guidelines for Accepted Presentations:

Upon notification that a presenter's proposal has been accepted, each presenter is required to comply with the following:

- a. **Submit a copy of your presentation materials** (i.e. PowerPoint and/or White Paper, if applicable) **by May 22, 2019*** (instructions on this submittal will be sent to selected speakers)
- b. Make a commitment to present at the NES during the assigned session(s).

If you are not using a PowerPoint presentation for your session, we will need the White Paper or a detailed outline by March 10. Please note that only White Papers are considered for Conference Proceedings Awards.

By your submission of a presentation proposal, you authorize NPMA publishing authority of all your submitted materials including abstract, white paper, biography and PPT in audio, written and/or electronic format.

* Please note that if your presentation materials are not received by May 22, 2019, you are subject to being removed from the program at the discretion of the NES Planning Committee.

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CONFERENCE ATTENDANCE:

If your proposal is accepted for presentation at NPMA's 2019 NES, you have a commitment to attend the conference to perform your assigned speaking role. If circumstances prevent your participation, you should try to find a substitute and notify the NPMA NES Speaker Manager immediately.

NPMA policy requires no registration to NES if you plan to *only* attend the day of your presentation to speak and not participate in any other NES functions or activities; however, **if you plan to attend the conference and participate in NES functions and activities, you must register and pay on your own. NPMA does not offer complimentary registration or any other form of compensation to speakers at the NES.**

SUBMISSION CONFIRMATION:

When you finish submitting your abstract, you will have an opportunity to email yourself a copy of the submission. Those presenters who are accepted and invited to present at 2019 NES will be contacted by a member of the NES Planning Committee.

IMPORTANT DATES:

February 1, 2019: All submissions finalized and due

March 25, 2019: Notification of accepted presentations

May 22, 2019: PowerPoint presentation and/or White paper due