

## NPMA Call for Presentations Information Required for Submission

The following information will be required for your submission. All submissions will be reviewed by the Seminar Education Committee to determine inclusion in the final NES schedule.

1. Presentation Title
2. Choose the focus area to identify the overall subject matter you will cover in your presentation. You can also add your own keywords on the submission form.
  - Property Management Life Cycle
  - Compliance
  - Federal Regulations
  - Fleet Management
  - Innovations
  - Non-Federal Regulations
  - Property Professionals
3. Choose the keywords to help attendees find your presentation based on topics covered in your presentation. You can also add your own keywords on the submission form.
4. Select Level / Audience: Please pay careful attention to the level you designate so that it accurately reflects the level for our members.
  - a. **Fundamental:** Basic level to include important information for newer property professionals (0 – 3 years) or for exposure to an unfamiliar area.
  - b. **Intermediate:** Medium level for those seeking to expand or hone their skills, or to obtain information on best or leading practices
  - c. **Advanced:** Higher level or having broader scope for more advanced or highly experienced property professionals
5. Preferred Session Type
  - a. **Breakout Session** conducted by speaker (60 minutes – your content should fill at least 50 minutes)
  - b. **Panel Discussion** (60 minutes – your content should fill at least 50 minutes)
  - c. **High-Impact, Innovative, Targeted (HIIT) Session** (45 minutes – 2 speakers presenting 20 minutes each. This is a good option for shorter topics or tighter content)
6. Provide brief description/abstract of the content you will cover during the session. Please ensure it accurately represents the session content.
7. List learning outcomes for the attendee. Include at least 2-3 learning outcomes that describe what knowledge the attendees will take away from your presentation.

Information such as the presentation title, focus area, keywords/tags, audience level, narrative description, and more will be required with your submission.