



Call for Speakers

FAQ's for ACMP's Speaker Application Process

1. Where can I find the Session Submission Form?
 - a. [Speaker Submission Website](#)
2. Can I submit supplemental material for my proposal?
 - a. In order to keep the time commitment for the volunteer reviewers to a minimum, it is necessary to limit the proposal content to the fields provided. Additional documentation will not be accepted.
3. Do I have to complete my proposal in one sitting? Does the speaker proposal have to be completed in a single time period/one session?
 - a. Yes, in order to advance through the form, you must complete the required fields in one sitting. If needed, you can make changes or corrections within seven (7) days after submitting your application, as the Speaker Committee will begin review after one (1) week. Changes made more than seven (7) days after submitting your application will not be reviewed.
4. What is the deadline to submit education session proposals?
 - a. The deadline date for Change Management 2020 Annual Conference in Anaheim is **October 4, 2019**.
5. What are the selection criteria for education session proposals?
 - a. Submissions will be reviewed and scored in the following areas:
 - i. Thoroughness: The application must be received by the deadline. Only those providing a complete submission form will be reviewed. This includes a video.
 - ii. Content: Is the topic relevant to the profession? Does it convey ideas solidly and have a 'takeaway' for the attendees? Is the topic, description and learning objectives advanced, relevant and cohesive?
 - iii. Speakers: Speaker knowledge and experience, presence and professionalism.
 - iv. Presentation Style/Format: Will the session be interactive and engaging?
6. What are the different session style options for the events?
 - a. **Participatory Lecture:** One or two presenters sharing information with the audience. Lecture presenters are expected to also involve the attendees in small group discussion for at least 25 percent of the session.
 - b. **Workshop:** Interactive session with the attendees working through specific exercises.
 - c. **Panel:** Thought leaders share their views on topical issues or trends affecting the profession. Heavy on the Q&A.
 - d. **World Cafe®:** Round table type discussions; interaction amongst attendees. The presenter is more of a facilitator with little to no lecture and speaking.



- e. **Idea Sharing:** Round table type discussions; heavy interaction amongst attendees. Presenter is more facilitator with little to no lecture and speaking, but does not have to follow a specific World Café format.
 - f. **Case Study:** Presenter leads discussion on a real-life business issue. He or she will describe the strategy used during the planning phase, the development process and the results. Attendees should be involved in small group discussions - determining how they would best resolve the problem; what worked, what could be improved and how he or she could apply these learnings in business setting.
 - g. **Ted-Style Talk:** Short, fast presentation. No more than 18 minutes of presentation/content. Followed by Q&A time. Short, concise and informative. Narrow focus.
 - h. **Masterclass:** Senior, advanced topics and style of presentation. Attendees must have at least 11 years of full-time experience in the change management field. These teachings are held in small-room settings with no more than 50 people per room. In addition, Masterclass sessions are highly interactive with a senior, thought leader leading the presentation for about 25-30 percent.
7. How long will the proposal process take?
- a. Sessions will be reviewed by six to eight members of the Speaker Committee. You can expect feedback on your submission by November 15, 2019 for the 2020 Annual Conference in Anaheim. Outstanding conference submissions will be rolling and may be notified sooner.
8. Beyond presenting a conference session are there additional requirements for speakers?
- a. Yes.
 - i. Personal speaker coaching and speaker training webinars are required for all session speakers. Exact date TBD by event.
 - ii. Speakers will need to attend orientation and training to receive tips on how to be successful in his or her ACMP experience.
 - iii. Speakers should use social media to promote ACMP Change Management Conference(s) and their own presentation. An email signature line graphic will also be available for selected speakers to promote his or her participation.
 - iv. [Click here](#) for the Speaker Agreement Terms and Conditions. Failure to comply to the terms and conditions could result in a speaking opportunity being cancelled.
9. What additional information should I expect to provide prior to submitting my proposal?
- a. Our reviewers have expressed a desire to know more about the proposed speakers. ACMP strongly encourages you to have your speaker information complete. Speaker information must include:
 - i. Brief speaker bio
 - ii. Complete contact information
 - iii. Video Clip: Note - Only one video clip is needed for each submission. Clip should be of the primary presenter or the entire group if possible.



Video is required – if you do not have a professional video, please provide a 30-second to 3-minute clip about why you want to present on this topic, why you are passionate about your topic and what you will bring to the conference. This does not have to be a formal video, just a simple video via your smart phone, tablet or web cam.

iv. Refer to the submission portal for a review of the information required.

10. Do I actually need to include a video in my submission?

- a. Yes. A video is **required** for your session submission to be evaluated. However, a video does not need to be professionally produced nor formal. It can be recorded by camera phone or webcam with the submission speaker sharing a 30-second to 3-minute clip about his or her presentation, why you want to present, etc. But you want to make your best impression!

11. Who can I talk to if I have additional questions?

- a. We would be pleased to speak with you and walk you through the process. Please contact the Meetings Team at: conference@acmpglobal.org or ACMP's main number: +1.407.392.3373 or Toll Free: +1.888.389.0130

Quick Links

[Speaker Tips and Resources](#)

[Speaker Agreement Terms and Conditions](#)

[Speaker Submission Website](#)