

Call for Topics

National Capital Chapter of SGMP

Monthly Educational Programs 2009-2010

13th Annual Winter Meeting & Trade Show 2010



This Call for Topics is your invitation and opportunity to submit an educational topic you would like to see presented.

The audience... may include new and experienced meeting planners in the government sector – local, state and federal . . .contract planners from all segments. .and suppliers; those who provide services for meeting planners, .bureaus . . . hoteliers. . .airlines. . .car rentals.

Topics should address career growth, organizational development, image and promotion, technology, better meetings, adult learning, risk management, or any other topic related to the hospitality industry or government business as it exists today! Sessions highlighting innovative solutions to common challenges, ways to motivate staff, keys to operating successful promotions, and sessions that simply share great ideas are welcome.

Educational session formats...will be at least 60 minute classroom sessions. Sessions must be non-commercial in nature, promotion of your company or product during an educational session will not be permitted.

Benefits of presenting...gain visibility among other industry professionals, growing your role as a leader in your profession.

Submit a topic and a speaker or. . .your proposal...by completing the attached form and mailing or faxing it by **April 1, 2009**. The **NATCAP Program Committee** will evaluate the proposals for relevance to attendees, educational value, and qualifications of the speaker.

Evaluation Criteria and Process... suggestions may be reviewed by the Chapter Program committee and/or National Board CEU Committee. Evaluation criteria include: 1) clarity, quality and organization of ideas presented 2) Concepts – useful, practical, and visionary; 3) timeliness/relevance of topic; 4) potential to contribute to a well-balanced program and career growth 6) completion of all requested information.

For all topics to be considered you MUST include the following items:

1. **Session title.** Titles should be NO MORE THAN 5 WORDS and should be benefit-oriented, e.g. *"Developing an Effective Marketing Plan"* or *"25 Ways to Address Risk Management."*
2. **Session description.** Provide a brief (50 words max.) summary for the education committee to use in the selection process, explain why people should attend and describe what they will learn.
3. **Session speaker.** List the suggested names, title, organization, mailing address, daytime phone/fax numbers, and e-mail address of each speaker. Only one speaker per session will be permitted, except when a panel presentation is essential (send justification with additional speaker information).
4. **Level of audience.** Is your request for a course to be Basic, Intermediate or Advanced?
5. **Session format.** Indicate whether you envision classroom, a question and answer, interactive session. . .etc. and the length of the session.
6. **Learning objectives.** List three learning objectives for your suggested session. (After my session, attendees will be able to...)
7. **Speaker suggestions.** List speaker suggestions and/or references. ***If you have no speaker suggestions your topic WILL still be considered!***

Deadline for Submitting: April 1, 2009

Please send to:

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First-Vice President
Society of Government Meeting Professionals
National Capital Chapter
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Washington, DC 20013
programs@sgmpnatcap.org



I would like to present/have presented. . .

Level:	Format:
___ Basic	___ Workshop session (___ minutes)
___ Intermediate	___ Panel session (___ minutes)
___ Advanced	

Title of Presentation:

Session Description:

Speaker's Name:

Title:

Organization:

Mailing Address:

Daytime Phone:

Fax:

E-mail:

Web Site:

After the session, attendees will be able to:

- 1)
- 2)
- 3)

Speaker suggestions or where you saw this presentation:

Event	Contact	Phone	Audience
1)			
2)			