



Reliable. Effective. Accountable. Leadership.

Delivering the Future of the Profession

CMAA Focus24

Philadelphia, PA | March 10-12, 2024

The Construction Management Association of America (CMAA) invites program and construction management (PM/CM) professionals, faculty, students, and all those involved in design, construction, and management in the built environment to submit education session proposals for CMAA Focus24.

The conference theme is **Reliable. Effective. Accountable. Leadership. Delivering the future of the profession.**

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Overview

Focus24, an in-person and interactive experience, is designed to provide attendees with learning experiences that are valuable to the recipient, relevant to the evolving industry, unique to the profession, and optimal for project and program outcomes.

Focus24 will provide attendees with valuable insights to leverage leadership skills, technological innovations, digital tools, trends, and resiliency best practices that pave the way for innovative and successful project/program execution.

The goal of Focus24 is to provide PMs/CMs with the knowledge and skills they need to assume greater responsibility on job sites, within their project and program teams, and among the profession.

For 2024, CMAA has identified a learning matrix—topics with strategic learning outcomes. The matrix identifies learning outcomes that increase PM/CM professionals’ capacity to address challenges and opportunities in the current program and project delivery environment. Proposals for Focus24 should address ways of improving the professional PM’s/CM’s performance as a leader and their ability to overcome the obstacles and challenges they face in their professional lives. Sessions should provide content and learning opportunities that attendees cannot get elsewhere.

Learning Matrix

	Leadership Skills	Technological Innovation	Digital Tools	Industry Trends	Diversity, Equity, Inclusion, & Belonging (DEIB)	Innovative Project/Program Execution	Culture of Safety
Results in optimal project/program outcomes							
Promotes, develops, and educates the professional to build and sustain teams that are diverse, welcoming, and inclusive							
Expands the PM/CM narrative and tells the stories of the roles, opportunities, breadth, and values of the profession.							
Engages with owners or owner organizations							
Contributes to CMAA as trusted source of knowledge							

CMAA is delivery method neutral and encourages sessions that cover a variety of methods.

Proposals can address the topics in the matrix from any perspective or experience, including lessons learned from failures or project “rescues,” or emerging trends in the industry.

Where possible, submissions should include details about how owners or clients found value by connecting professional PM/CM practices with leadership and collaboration skills, technological innovation, digital tools, industry trends, DEIB, innovative project/program execution, and a culture of safety that extends beyond traditional personal protective equipment and physical safety programs.

Focus24 will feature interactive sessions that engage the audience and encourage participation. Proposals for sessions that rely on lecture format will **not** be accepted.

Recommended Topics

As you think about your presentation and how the subject matter addresses the matrix, consider the following:

Reliable

- How did using new techniques in program and construction management practices improve your program or project outcomes?
- How did you help team members make choices for better project/program outcomes?
- How did your effort build the reputation of your profession?

Effective

- What changed because you engaged people or processes differently?
- Were you able to improve price and schedule predictability for owners and clients?
- What did you and your team learn from a project/program failure or rescue?

Accountable

- Were you able to own the mistake and turn a negative into a positive?
- How did you maintain productivity when faced with external forces that were out of your control?
- How did you create and maintain a psychologically and physically safe work environment?
- How did you meet the owners' objectives and priorities?

Leadership

- How does your team promote, develop, and educate your peers and colleagues to build and sustain teams and work cultures that are diverse, welcoming, and inclusive?
- What successes have you had in recruiting and retaining talent?
- How do you cultivate strategic thinking throughout your teams?

Additional Considerations

- Focus24 attendees are, primarily, but not exclusively, senior level professionals and individuals aspiring to senior roles within their organizations.
- CMAA defines the scope of PM/CM services as extending throughout the entire project or program lifecycle.
- CMAA is interested in new knowledge that may add to the Standards of Practice.
- The infrastructure bill has added significantly to the volume of projects and programs planned for the next ten years, and much remains to be resolved and understood as these projects/programs come to fruition.

Tips for Preparing Your Proposal

Please provide detailed information about the session, including speakers, the format, learning outcomes, and a summary, that can be used in marketing materials for the conference.

Be sure to complete all required information fields. Carefully review and edit your responses before submitting your completed proposal. Incomplete proposals will not be considered. Once your presentation proposal is submitted, you will receive an email that summarizes your proposal with a link to make edits as necessary.

Acceptance rates vary in any given year, so submission does not guarantee acceptance. Once they are reviewed for completeness, all proposals are assessed by an independent review committee against the following criteria:

- **Relevance:** The proposal's clear alignment with the conference themes and the learning matrix;
- **Innovation:** Whether the proposal highlights innovative approaches to leveraging leadership skills, technological innovations, digital tools, trends, and resiliency best practices that pave the way for innovative and successful project/program execution;
- **Core competencies of PM/CM professional or the CMAA Standards of Practice:** The proposal's clear demonstration of the content's relationship to core PM/CM competencies;
- **Post-conference value:** Whether the session will provide attendees with knowledge and skills that are relevant to the evolving industry, unique to the PM/CM profession, or result in optimal project/program outcomes;
- **Clarity and quality of the description:** The proposal's clear description of the content, format, and learning outcomes for the session, which may be used in marketing materials for the conference, if the session is selected;
- **Speakers/Facilitators:** All proposals must include at least two speakers or facilitators and clearly describe the experience, subject matter expertise, background, and geographic location of speaker(s)—preference will be given to teams that are diverse and inclusive; and
- **Session format:** The proposal must describe the session's format, which must use techniques responsive to the needs of adult learners (e.g., group discussion, problem-solving, question/answer, or case study method that includes solution development)—preference will be given to sessions where attendees can practice what they learn, promote audience participation, and contain interactive elements.

As you prepare your proposal and assemble your team, think about the following questions:

- What is different or unique about how you and your team approached a particular project, program, or problem?
- How does this experience contribute to or corroborate the CMAA Standards of Practice?
- Is this the story of a spectacular failure or a remarkable rescue? Some of the best success stories emerge when something goes wrong – tell the story of overcoming that.
- Did you have extraordinary results without making significant changes? What were they?
- Does the session showcase current, relevant professional PM/CM practices or competencies?
- How will you engage attendees and encourage participation?
- Who have you asked to be on the presentation team? Have you found a robust mix of program and construction management professionals, owners, subject matter experts, or business leaders? Is your panel diverse and inclusive (e.g., gender, ethnicity, geography, experience, or perspective)?

The Fine Print

- Submission deadline: October 13, 2023.
- All proposals must be submitted online via the RFP process at www.cmaanet.org/Focus24
- Draft submissions submitted on this template will not be considered.
- No sessions will be assigned based on promised acceptance.
- Speakers will be notified of acceptance and will confirm or decline intent to participate on or around December 1, 2023.
- Speakers must supply their own laptops on-site for presentation purposes. CMAA does not provide laptops at the conference venue.
- Speakers do not receive compensation for speaking at CMAA events.
- Speakers do not receive expense reimbursement.
- All speakers must register for the conference; discounted speaker and one-day rates are available.
- CMAA Focus24: March 10-12, 2024 | Philadelphia, PA

DEADLINE: October 13, 2023



Submission Template

Only proposals submitted through the online RFP portal will be considered. This template is for personal use only. Completing this form does not qualify as a completed submission. Session blocks are 1 hour.

DEADLINE: OCTOBER 13, 2023

Session Information

Session Title

Click or tap here to enter text.

Session Description

Highlight what makes yours a “must attend” session and include key details about what attendees will learn. If your session is accepted, this content may be used to market your session to attendees. CMAA reserves the right to edit session descriptions. (100-200 words).

Click or tap here to enter text.

How will this session address the learning outcomes and strategies you have selected in the learning matrix?

Provide the thesis or main idea for your proposal and describe the value proposition for the audience. Be clear about your content’s ability to deliver learning that is valuable to the recipient, relevant to the evolving industry, unique to the profession, and optimal for project/program outcomes.

Click or tap here to enter text.

Type of Presentation:

- Peer-to-Peer Discussion
- Panel Discussion with Audience Participation
- Hands-on Demonstration
- Interactive Workshop
- Case-Study Method with Group Discussion and Solution Development
- Lecture

Engagement Strategy:

The proposal must describe the session’s format, which must use techniques responsive to the needs of adult learners (e.g., group discussion, problem-solving, question/answer, or case study method that includes solution development)—preference will be given to sessions where attendees can practice what they learn, promote audience participation, and contain interactive elements.

Click or tap here to enter text.

Learning level:

- Program and Project Expert Leader (CCM)
- Program and Project Manager (CACM)
- Program and Project Support (CMIT)

Learning Objectives & Outcomes

Please provide clear, measurable, and achievable learning objectives. Consider Blooms Taxonomy and the selected learning level when drafting your learning objectives.

Learning Objectives:

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

Post-Conference Value & Take-Aways:

Describe the impact your session will have on attendees’ decision-making skills after the conference ends. This is a way of describing your session’s return on investment for attendees.

Click or tap here to enter text.

AIA Health, Safety, & Welfare Learning Units

- This session does not meet AIA's HSW LU requirements. *(Most common, skip to [Speaker Information](#))*
- This session meets AIA's requirements for HSW credit. *(Requires additional information)*

Required Information for AIA HSW LUs

For a learning activity to qualify as HSW, it must meet the following criteria:

- Content must directly support the HSW definition
- Content must include one or more of the AIA CES acceptable HSW topics
- At least 75 percent of the content must be on HSW

The following three standards must be met for a course to qualify for HSW credit.

1. Content must directly support the HSW definition

Licensed architects and affiliated design professionals have, in their professional practice, a positive duty to protect the public's health, safety, and welfare. Learning programs must address knowledge intended to protect the health, safety, and welfare of the occupants of the built environment, as defined below:

Health: Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites.

Safety: Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.

Welfare: Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

2. Content must include one or more of the AIA CES acceptable HSW topics

Technical and professional subjects related to the practice of architecture that safeguard the public and that are within the following continuing education subject areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment are considered Health, Safety, and Welfare (HSW) subjects.

Learning programs must address one or more of the following HSW topics to be approved for LU | HSW credit:

Practice management: This category focuses on areas related to the management of architectural practice and the details of running a business.

Project management: This category focuses on areas related to the management of architectural projects through execution.

Programming and analysis: This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.

Project planning and design: This category focuses on areas related to the preliminary design of sites and buildings.

Project development and documentation: This category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.

Construction and evaluation: This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

3. At least 75% of the content must be on HSW topics

To qualify for HSW credit, 75 percent of a learning program content and instructional time must be on acceptable HSW topics as outlined above. When submitting a learning program for approval, at least 75 percent of the learning objectives must relate to HSW topics to qualify for HSW designation.

For more information on qualifying for LU | HSW: <https://www.aia.org/pages/3281-health-safety-and-welfare-credits>

Which topics does your session address? (Select all that apply)

- Practice Management
- Project Management
- Programming and Analysis
- Project Planning and Design
- Project Development and Documentation
- Construction and Evaluation

How does your session support AIA’s definition of Health, Safety, and Welfare and how does it address the topics listed above?

Click or tap here to enter text.

What percentage (%) of your session relates to HSW topics? Click or tap here to enter text.

Licensed architects and affiliated design professionals have, in their professional practice, a duty to protect the public's health, safety, and welfare. Please provide 4 learning objectives that describe how your session provides knowledge intended to protect the health, safety, and welfare of the occupants of the built environment.

- **DO** use: describe, explore, explain, identify, organize, apply, analyze, investigate, summarize, produce, compare, predict, plan, recall, use, verify.
- **DO NOT** use: learn, understand, cover, appreciate, realize, be aware of, study, familiarize, know.
- AIA HSW LU learning objectives must be specific to how your session relates to health, safety, and welfare topics.

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.

Lead Speaker Information

Panel diversity is encouraged in background, experience, gender, geographic location, ethnicity, delivery method, stakeholder status, etc. All sessions must have **at least two** but **no more than five** speakers or facilitators. The following is required for **all** speakers.

Speaker Name: Click or tap here to enter text.

Speaker Credentials:

- | | | | | |
|--------------------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Ph.D. | <input type="checkbox"/> Esq | <input type="checkbox"/> AIA | <input type="checkbox"/> CCM | <input type="checkbox"/> CACM |
| <input type="checkbox"/> JD | <input type="checkbox"/> PE | <input type="checkbox"/> RA | <input type="checkbox"/> FCMAA | <input type="checkbox"/> CMIT |

Speaker Email: Click or tap here to enter text. **Speaker Phone Number:** Click or tap here to enter text.

Speaker Title: Click or tap here to enter text. **Speaker Organization:** Click or tap here to enter text.

City, State, Country: Click or tap here to enter text.

Speaker Bio: Highlight Experience & Subject Matter Expertise:

Click or tap here to enter text.

Speaker Organization is a(n):

- | | | | |
|-------------------------------------------|-------------------------------|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Client/Owner | <input type="checkbox"/> 8(a) | <input type="checkbox"/> DBE | <input type="checkbox"/> Service-Disabled |
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> WBE | <input type="checkbox"/> SDB | <input type="checkbox"/> Veteran Owned |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> MBE | <input type="checkbox"/> HUB Zone | <input type="checkbox"/> Academic |

Speaker Race or Origin:

- | | |
|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> American Indian / Alaska Native | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Other race or origin |
| <input type="checkbox"/> Hispanic/Latinx/Spanish | <input type="checkbox"/> Prefer not to say |

Speaker Gender:

- Male
 Female
 Prefer not to say

Speaker Age:

- | | | |
|-----------------------------------|--------------------------------|--------------------------------------------|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 55+ |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 45-54 | <input type="checkbox"/> Prefer not to say |

Speaker LinkedIn Profile URL: Click or tap here to enter text.

Speaker head shot: (image upload – please name file “lastname.firstname”)

Speaker 2 Information

Panel diversity is encouraged, in background, experience, gender, geographic location, ethnicity, delivery method, stakeholder status, etc. All sessions must have **at least two** but **no more than five** speakers or facilitators. The following is required for **all** speakers.

Speaker Name: Click or tap here to enter text.

Speaker Credentials:

- | | | | | |
|--------------------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Ph.D. | <input type="checkbox"/> Esq | <input type="checkbox"/> AIA | <input type="checkbox"/> CCM | <input type="checkbox"/> CACM |
| <input type="checkbox"/> JD | <input type="checkbox"/> PE | <input type="checkbox"/> RA | <input type="checkbox"/> FCMAA | <input type="checkbox"/> CMIT |

Speaker Email: Click or tap here to enter text. **Speaker Phone Number:** Click or tap here to enter text.

Speaker Title: Click or tap here to enter text. **Speaker Organization:** Click or tap here to enter text.

City, State, Country: Click or tap here to enter text.

Speaker Bio: Highlight Experience & Subject Matter Expertise:

Click or tap here to enter text.

Speaker Organization is a(n):

- | | | | |
|-------------------------------------------|-------------------------------|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Client/Owner | <input type="checkbox"/> 8(a) | <input type="checkbox"/> DBE | <input type="checkbox"/> Service-Disabled |
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> WBE | <input type="checkbox"/> SDB | <input type="checkbox"/> Veteran Owned |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> MBE | <input type="checkbox"/> HUB Zone | <input type="checkbox"/> Academic |

Speaker Race or Origin:

- | | |
|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> American Indian / Alaska Native | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Other race or origin |
| <input type="checkbox"/> Hispanic/Latinx/Spanish | <input type="checkbox"/> Prefer not to say |

Speaker Gender:

- Male
 Female
 Prefer not to say

Speaker Age:

- | | | |
|-----------------------------------|--------------------------------|--------------------------------------------|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 55+ |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 45-54 | <input type="checkbox"/> Prefer not to say |

Speaker LinkedIn Profile URL: Click or tap here to enter text.

Speaker head shot: (image upload – please name file “lastname.firstname”)

Speaker 3 Information

Panel diversity is encouraged, in background, experience, gender, geographic location, ethnicity, delivery method, stakeholder status, etc. All sessions must have **at least two** but **no more than five** speakers or facilitators. The following is required for **all** speakers.

Speaker Name: Click or tap here to enter text.

Speaker Credentials:

- | | | | | |
|--------------------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Ph.D. | <input type="checkbox"/> Esq | <input type="checkbox"/> AIA | <input type="checkbox"/> CCM | <input type="checkbox"/> CACM |
| <input type="checkbox"/> JD | <input type="checkbox"/> PE | <input type="checkbox"/> RA | <input type="checkbox"/> FCMAA | <input type="checkbox"/> CMIT |

Speaker Email: Click or tap here to enter text. **Speaker Phone Number:** Click or tap here to enter text.

Speaker Title: Click or tap here to enter text. **Speaker Organization:** Click or tap here to enter text.

City, State, Country: Click or tap here to enter text.

Speaker Bio: Highlight Experience & Subject Matter Expertise:

Click or tap here to enter text.

Speaker Organization is a(n):

- | | | | |
|-------------------------------------------|-------------------------------|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Client/Owner | <input type="checkbox"/> 8(a) | <input type="checkbox"/> DBE | <input type="checkbox"/> Service-Disabled |
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> WBE | <input type="checkbox"/> SDB | Veteran Owned |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> MBE | <input type="checkbox"/> HUB Zone | <input type="checkbox"/> Academic |

Speaker Race or Origin:

- | | |
|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> American Indian / Alaska Native | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Other race or origin |
| <input type="checkbox"/> Hispanic/Latinx/Spanish | <input type="checkbox"/> Prefer not to say |

Speaker Gender:

- Male
 Female
 Prefer not to say

Speaker Age:

- | | | |
|-----------------------------------|--------------------------------|--------------------------------------------|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 55+ |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 45-54 | <input type="checkbox"/> Prefer not to say |

Speaker LinkedIn Profile URL: Click or tap here to enter text.

Speaker head shot: (image upload – please name file “lastname.firstname”)

Speaker 4 Information

Panel diversity is encouraged, in background, experience, gender, geographic location, ethnicity, delivery method, stakeholder status, etc. All sessions must have **at least two** but **no more than five** speakers or facilitators. The following is required for **all** speakers.

Speaker Name: Click or tap here to enter text.

Speaker Credentials:

- | | | | | |
|--------------------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Ph.D. | <input type="checkbox"/> Esq | <input type="checkbox"/> AIA | <input type="checkbox"/> CCM | <input type="checkbox"/> CACM |
| <input type="checkbox"/> JD | <input type="checkbox"/> PE | <input type="checkbox"/> RA | <input type="checkbox"/> FCMAA | <input type="checkbox"/> CMIT |

Speaker Email: Click or tap here to enter text. **Speaker Phone Number:** Click or tap here to enter text.

Speaker Title: Click or tap here to enter text. **Speaker Organization:** Click or tap here to enter text.

City, State, Country: Click or tap here to enter text.

Speaker Bio: Highlight Experience & Subject Matter Expertise:

Click or tap here to enter text.

Speaker Organization is a(n):

- | | | | |
|-------------------------------------------|-------------------------------|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Client/Owner | <input type="checkbox"/> 8(a) | <input type="checkbox"/> DBE | <input type="checkbox"/> Service-Disabled |
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> WBE | <input type="checkbox"/> SDB | Veteran Owned |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> MBE | <input type="checkbox"/> HUB Zone | <input type="checkbox"/> Academic |

Speaker Race or Origin:

- | | |
|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> American Indian / Alaska Native | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Other race or origin |
| <input type="checkbox"/> Hispanic/Latinx/Spanish | <input type="checkbox"/> Prefer not to say |

Speaker Gender:

- Male
 Female
 Prefer not to say

Speaker Age:

- | | | |
|-----------------------------------|--------------------------------|--------------------------------------------|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 55+ |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 45-54 | <input type="checkbox"/> Prefer not to say |

Speaker LinkedIn Profile URL: Click or tap here to enter text.

Speaker head shot: (image upload – please name file “lastname.firstname”)

Speaker 5 Information

Panel diversity is encouraged, in background, experience, gender, geographic location, ethnicity, delivery method, stakeholder status, etc. All sessions must have **at least two** but **no more than five** speakers or facilitators. The following is required for **all** speakers.

Speaker Name: Click or tap here to enter text.

Speaker Credentials:

- | | | | | |
|--------------------------------|------------------------------|------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> Ph.D. | <input type="checkbox"/> Esq | <input type="checkbox"/> AIA | <input type="checkbox"/> CCM | <input type="checkbox"/> CACM |
| <input type="checkbox"/> JD | <input type="checkbox"/> PE | <input type="checkbox"/> RA | <input type="checkbox"/> FCMAA | <input type="checkbox"/> CMIT |

Speaker Email: Click or tap here to enter text. **Speaker Phone Number:** Click or tap here to enter text.

Speaker Title: Click or tap here to enter text. **Speaker Organization:** Click or tap here to enter text.

City, State, Country: Click or tap here to enter text.

Speaker Bio: Highlight Experience & Subject Matter Expertise:

Click or tap here to enter text.

Speaker Organization is a(n):

- | | | | |
|-------------------------------------------|-------------------------------|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Client/Owner | <input type="checkbox"/> 8(a) | <input type="checkbox"/> DBE | <input type="checkbox"/> Service-Disabled |
| <input type="checkbox"/> Service Provider | <input type="checkbox"/> WBE | <input type="checkbox"/> SDB | <input type="checkbox"/> Veteran Owned |
| <input type="checkbox"/> Vendor | <input type="checkbox"/> MBE | <input type="checkbox"/> HUB Zone | <input type="checkbox"/> Academic |

Speaker Race or Origin:

- | | |
|----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> American Indian / Alaska Native | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Other race or origin |
| <input type="checkbox"/> Hispanic/Latinx/Spanish | <input type="checkbox"/> Prefer not to say |

Speaker Gender:

- | |
|--------------------------------------------|
| <input type="checkbox"/> Male |
| <input type="checkbox"/> Female |
| <input type="checkbox"/> Prefer not to say |

Speaker Age:

- | | | |
|-----------------------------------|--------------------------------|--------------------------------------------|
| <input type="checkbox"/> Under 25 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 55+ |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 45-54 | <input type="checkbox"/> Prefer not to say |

Speaker LinkedIn Profile URL: Click or tap here to enter text.

Speaker head shot: (image upload – please name file “lastname.firstname”)

Speaker Roles & Responsibilities

All speakers are required to agree to these roles and responsibilities.

- I, and all speakers included on this panel, understand that we will not be compensated for speaking at Focus24.
- I, and all speakers included on this panel, understand that we will not be reimbursed for any expenses.
- I, and all speakers included on this panel, understand that we must register for Focus24; discounted speaker and one-day rates are available.
- I, and all speakers included on this panel, agree to follow CMAA's Enhanced Safety and Health Measures Policies. CMAA will follow any safety guidelines and advisements for meetings as outlined by the Centers for Disease Control and Prevention and state and local mandates.
- I, and all speakers included on this panel, consent to be video-recorded/photographed. Recordings become the property of CMAA and that CMAA retains the right to repurpose content from conferences.
- I understand that each speaker/panel must provide a laptop/presentation device.
- I/we will upload presentation files (PowerPoint or PDF) and handouts by February 23, 2024
- I/we agree to obtain all necessary permissions to use or distribute copyrighted information.
- I, and all speakers included on this panel, command expert knowledge of our topic and are skilled and effective presenters.
- I, and all speakers included on this panel, will provide an open, welcoming, and inclusive environment for session attendees.
- I, and all speakers included on this panel, agree to adhere to CMAA's Prohibited Conduct Policy and conduct myself/themselves professionally.

Deadlines, Changes, Cancellations, Withdrawals

CMAA regards submitted proposals as a commitment to present a scheduled session. If extenuating circumstances prevent an accepted speaker from making a presentation, it is the submitters' obligation to notify CMAA staff. Withdrawals, along with alternate plans, must be submitted in writing.

Failure to meet established deadlines may result in your disqualification from consideration for future CMAA conferences.

- **December 15, 2023 (on or around):** Notifications sent out and accepted speakers confirm intent to present.
- **December 29, 2023:** All speaker bio's due.
- **February 23, 2024:** Presentation files and handouts due.
- **March 10-12, 2024:** Focus24 - Philadelphia, PA