



Call for Presentations for AGC's 91st Annual Convention

Share your knowledge and experience! Submit a presentation proposal for AGC's 2010 Annual Convention. **Proposals due Thursday, June 18, 2009.**

The Associated General Contractors of America (AGC) will hold its 91st Annual Convention March 17-20, 2010 at the Marriott Orlando World Center in Orlando. This notice is a call for presentations for the educational sessions held at AGC's Convention. A limited number of speaking opportunities are available.

An important purpose of AGC's Annual Convention is to provide high-quality educational sessions for construction executives and professionals. Our multiple day (Wednesday, March 17th to Friday, March 19th), multiple track format offers a self-directed, facilitated learning environment. Educational sessions, designed to transcend all industry markets, focus on current and emerging issues, best practices and challenges facing the construction industry and/or construction executives.

AGC's 91st Annual Convention is designed for mid- to senior-level management professionals who work in any of the commercial construction markets – building, federal, heavy, highway and transportation, and municipal and utilities. All educational sessions should be targeted to executive attendees.

Proposals will be considered for 1) stand-alone education sessions; 2) part of a joint presentation; or 3) in conjunction with one of the expo pavilions. See below for information on the different formats and criteria for each.

EDUCATION SESSIONS

Functional Areas

AGC education sessions for the 2010 Convention are being organized around five functional areas. Each area will be comprised of four educational sessions, with each presentation scheduled for 90 minutes. Sessions should provide strategies and techniques relative to the functional area for competing and surviving in these challenging economic times.

We invite proposals for compelling educational sessions in the following functional areas Attracting and Retaining Great Employees, Business Practices and Solutions, Green and Sustainability, Technology, and Executive Life – and adhering to the following formats:

Attracting and Retaining Great Employees

Presentation proposals may fall into, but are not limited, to the following topical areas (in no particular order):

- Strategies for cutting costs without cutting staff
- Importance of personal credentials/certifications for the construction professional
- Team building that works
- Recruitment and retention programs
- Developing successful incentive plans
- Integrating community projects into your corporate goals
- Healthcare and wellness programs
- Integrating "green" into recruitment to attract the next generation
- Importance of industry activism to the next generation

Business Practices and Solutions

Presentation proposals may fall into, but are not limited, to the following topical areas (in no particular order):

- Project delivery methods (i.e. Integrated Project Delivery – IPD)
- Construction contracts
- Public-private partnerships
- Lean construction
- Risk management
- Financial strategies and credit issues
- Business development and marketing
- Understanding the cost of a time delay on a project
- Improving productivity
- Project financing
- Successfully bidding public work

Green and Sustainability

Presentation proposals may fall into, but are not limited, to the following topical areas (in no particular order):

- Climate and construction
- Diesel emissions
- What does LEED v3 mean for construction professionals?
- Managing risk on a green project
- Contractual best practices for green projects
- What is green infrastructure?
- Complying with EPA's new federal stormwater permit requirements

Technology

Presentation proposals may fall into, but are not limited, to the following topical areas (in no particular order):

- Building Information Modeling – BIM
- Interoperability and agcXML
- Innovative technology solutions, i.e. VOIP, mobile, etc.
- Open source software
- Social media and web 2.0 for construction firms
- Document management solutions
- Disaster recovery and business continuity
- Legal issues and technology
- Networking and telephony solutions

Executive Life

Presentation proposals may fall into, but are not limited, to the following topical areas (in no particular order):

- Ownership transfer, succession planning and exit strategies
- Retirement planning
- Executive coaching
- Leadership
- Negotiation skills
- Leading change
- Stress management
- Blending work and life
- Executive ethics
- Industry-focused philanthropy for construction executives
- Time management
- Public speaking and presentation skills

Presentation Format

- Scheduled for 90 minutes in length.
- May utilize a single presenter, multiple presenters or a panel format. If a panel method is selected, the panel should consist of 3-6 participants, including a moderator. Panel members should be prepared to provide their views on a common theme, issue or question and then discuss them with the panel members. In an effort to present a variety of viewpoints, panel members must represent different organizations.
- Past attendees have preferred interactive formats with a Question & Answer segment to lecture format.
- Regardless of format, the instructional methods used during the session should provide opportunities for attendees to be actively involved and interact with the material and presenters, as well as with other attendees where appropriate.
- Provide an opportunity to share relevant commercial construction case studies.
- Should employ experience-based learning with interactions, hands-on activities and demonstrations.
- Should present innovative techniques or compelling best practices to a content area listed above.
- Should provide a handout and/or other meaningful takeaway for attendees.

Criteria

Proposals and presenters for educational sessions must adhere to the following criteria:

- All presentations submitted should be designed to fit one of the Functional areas listed above. The Functional area should be noted in the proposal.
- All presenters and/or panel members must be available to deliver their presentation in Orlando, FL during the scheduled time.
- Educational sessions may be conducted using a single presenter, multiple presenters or a panel. Please designate number of presenters you are submitting to take part in a plenary session.
- All proposals must include clear and concise written statements of intended learning outcomes or objectives for each session. These should be proportionate and realistic for the length of the session. These statements must reflect what the attendees will achieve by participating in this session.
- All presenters must provide their own laptop, if a laptop is required for the presentation.
- All presentation materials, e.g. power point files, must utilize AGC's 91st Convention branding and templates. AGC staff will provide selected speakers with information and access to logo and template files.
- All presenters will be required to sign a Speakers Agreement with AGC of America, which will include granting AGC a nonexclusive license to the copyright of written materials and may include permission to record (audio and/or video) the session.
- Preference will be given to proposals whose session provides strategies and techniques for competing and surviving in these challenging economic times.

PRESENTATION GUIDELINES

AGC Provisions

AGC provides the following educational services and technical support to its speakers:

- Assistance with curriculum development, including proofreading, addition of AGC logo or other imagery.

- Production and replication services for attendee materials. Note, in the event that a speaker misses the materials deadline, he/she may be responsible for production and replication services or late fees.
- Onsite facilitation and support as needed during the program.
- Feedback based on participant evaluations collected at the end of each educational session.
- Onsite technical support and resources necessary to deliver the program, such as use of audio-video equipment. These resources will be provided as requested in advance.
- AGC staff will work with the speakers to ensure the program adheres to continuing education credit requirements.

AGC Expectations

AGC has the following expectations for all speakers:

- Demonstrates professionalism in all communications and actions related to and during the program.
- Understands that it is not appropriate and strictly prohibited to solicit for a company, service or product, or to recruit.
- Demonstrates high standards of professional conduct and does not discriminate against learners on the basis of gender, age, race, color, national origin, religion, sexual orientation, or disability.
- Makes a reasonable time commitment for the program, including pre-program and post-program responsibilities.
 - Available for pre-program conference call or other communications as necessary.
 - Develops or customizes program handouts as needed.
 - Arrives in advance of program start time to allow for set up, orienting oneself to the classroom environment, and time to touch base with AGC staff.
 - Be available for approximately 30 minutes after program concludes to answer questions of attendees.
- Strives to make the verbal presentation and written and graphic materials accurate, appropriate, and meaningful.
- Delivers content as developed and agreed upon. Changes to core content should be submitted to AGC for approval.
- Meets AGC deadlines.
- If program offers continuing education credits, adheres to credit requirements, does his/her part to meet the requirements.
- Submits all program materials, including handouts and PowerPoint slides, electronically by **Wednesday, January 6, 2010**. AGC will provide instructions to selected speakers on submitting your materials electronically.
- Any materials provided by the speaker, AGC has the right to distribute as necessary to attendees of the program.

Speaker Expenses

Selected speakers will receive one complimentary nontransferable standard one-day Convention registration for the day his/her presentation is scheduled. Selected speakers will have the option to apply the value of this one-day registration toward a full Convention registration. Please note that any Convention activities that require an additional fee or ticket purchase will be the sole responsibility of the speaker.

Selected speakers will not receive an honorarium and will not be reimbursed for any expenses incurred in developing content or materials for his/her presentation, hotel accommodations, or travel to/from the conference.

SUBMISSION INSTRUCTIONS

All proposals must be received by **Thursday, June 18, 2009**. All proposals must be received electronically. You may select the best format to organize and compose your proposal. At a minimum, your proposal should include the following information:

1. **Session Title:** The title of your presentation.
2. **Functional Area:** If you are proposing an educational session, identify the Functional area that this presentation addresses. Reference above list under **Functional Areas**. If you are submitting a stand alone session, provide us with the topic.
3. **Audience:** Identify the target audience, including experience level or any prerequisites for this presentation.
4. **Description:** Provide a description for the presentation in 135 words or less. This is your opportunity to describe the theme and purpose of the session. If your proposal is selected, the information you provide will be the basis for the Convention promotion of the session.
5. **Learning Objectives:** Include specific learning objectives that the attendees will accomplish by the end of the session.
6. **Presenter Information:** Identify the presenter(s) and/or all panelists.
 - a. Provide information detailing each presenter's/panelist's background and qualifications relevant to the subject matter and to conducting this program.
 - b. Include contact information and a brief biography for each presenter(s). Note that the biography could be used in promotional materials.
 - c. Disclose any commercial interests that the presenter or any of the panelists may have in any product, instrument, device, service or materials discussed during the proposed session.
 - d. List date(s) and location(s) where this presentation has been presented or is proposed/planned to be presented.
7. **Materials:** Provide samples of handouts, case studies or any other materials that will be made available to attendees.
8. **Logistics:** Identify any audio-visual or setup requirements for the educational session.

All proposals and questions should be submitted electronically to:

Meredith Woods
Professional Development Division
The Associated General Contractors of America
woodsm@agc.org

If your proposal is larger than 10MB or contains more than 10 attachments, please mail it on a disc or thumb drive to:

Meredith Woods
Professional Development Division
The Associated General Contractors of America
2300 Wilson Blvd., Suite 400
Arlington, VA 22201

SELECTION PROCESS & NOTIFICATION

All proposals will be reviewed by the Selection Committee. Presentations and presenters must meet or exceed the criteria listed above. Submission of a presentation does not guarantee inclusion in the Convention schedule. Those who submit a presentation will be notified whether or not their presentation was accepted on or before **Friday, July 24, 2009**.