



2024 Call for Proposals - Guidelines and Instructions

AGC's Surety Bonding and Construction Risk Management Conference

January 29 – 31st, 2024, Bonita Springs, FL

The Associated General Contractors of America (AGC) is now accepting proposals for speaking opportunities at its 2024 [Surety Bonding and Construction Risk Management Conference](#) to be held at the Hyatt Regency Coconut Point Resort & Spa in Bonita Springs, Florida, from January 29th to January 31st. Please help us create an agenda of relevant and timely topics by sharing your ideas and input on key issues, trends, and best practices for managing risk in the construction industry.

This conference brings together the thought leaders in the field of construction risk management –

- Senior Executives of construction companies (particularly their in-house lawyers and risk managers)
- Insurance Carriers and Insurance Brokers
- Sureties and Bond Producers
- Lawyers and other Service Professionals on whom these executives depend for advice and assistance.

Our goal is to provide a meaningful opportunity for these senior-level professionals to share their expertise and experience. Surety bonding, insurance products/services, construction contracts, and construction operations are all open for discussion – **with a focus on advanced-level content.**

The conference will feature General Sessions and Breakout Sessions. Most of the sessions will run for one hour (some General Sessions may run longer), including time for Q&A. Sessions may use a single presenter, multiple presenters, or a moderator/panel format. AGC plans to pre-qualify several of the educational sessions for continuing legal education (CLE) credit.

These guidelines and instructions lay out AGC's expectations of all speakers – as well as other need-to-know information if you would like to have your session pre-approved for CLE credit. **Please review this information carefully before completing the online form to submit a proposal to deliver a presentation or to lead a panel discussion during AGC's 2024 conference.**

***NOTE:** Presentations cannot be strictly a sales pitch or a product showcase. If you are a product or service provider to the construction industry, AGC strongly encourages you to add a contractor as a co-presenter and focus on industry challenges and how to address them on a broad scale, using product or construction technology solutions as examples.*

Last updated August 1, 2023.

TIMELINE & DEADLINES

- Speaker proposal deadline: **Sept. 15, 2023**
- Proposals reviewed by AGC: **Sept. 18 – Oct. 31, 2023**
- Notifications sent to speakers/submitters: **by Oct. 31, 2023**
- Deadline for “CLE speakers” to submit manuscript papers: **Dec. 8, 2023**
- Deadline for all speakers to submit slide decks and handouts: **Jan. 12, 2024**

**Timelines are subject to change.*

HOW TO SUBMIT

All proposals must be submitted online [using this link](#) by 11:59 PM (ET) **Friday, Sept. 15, 2023**. You can submit a maximum of three proposals.

Steps:

1. [Create a free Proposal Space Account](#)
2. Click on Start a Proposal
3. Select the **2024 Surety Bonding and Construction Risk Management Conference**
4. Start building your proposal.
5. Proposals can contain presentation-ready content or abstract content.

Below is a list of the information you will need to complete the online proposal form:

Title of Presentation or Panel Discussion

This is your chance to make a first impression. The title should be succinct and accurately reflect the content of the session.

Short Description of Presentation or Panel Discussion

This is the description that, upon acceptance, will be used to help promote your session before and during the conference. The description should clearly describe your session presentation. It should also motivate people to attend. Please note it is limited to 150 words or less to maintain consistency and readability in AGC materials.

Target Audience

The regular attendees of this annual conference are a mix of senior-level construction, surety, insurance legal, and other professionals. They include construction contractors’ in-house lawyers and risk managers, sureties, surety bond producers, insurers, insurance brokers, construction and insurance lawyers, and various consultants. AGC welcomes presentations and panel discussions intended to appeal to all or any significant segment of this group. Please identify the audience that you would like to target and identify the reason(s) why you believe your session would appeal to that audience.

CLE Information

AGC plans to pre-qualify several of the educational sessions for continuing legal education (CLE) credit. The pre-qualification process is not arduous, but it does require speakers to perform some additional work and meet earlier deadlines (see Timeline & Deadlines section above). In addition to a slide deck, the “CLE speakers” will need to provide written original course materials in print-ready form. Those materials must be at least 1,500 words in length and capable of standing by themselves as instructional tools. In consideration of the additional work that the process requires, AGC will provide each of the “CLE speakers” with complimentary registration for the conference. Please indicate whether your session is one that you would like to have pre-approved for CLE credit.

Learning Objectives

Each proposal must include at least four learning objectives that clearly define a new and demonstrable skill and/or understanding that attendees can expect to take away from the session.

Session Approach and Audience Engagement

AGC would like to know the approach you plan to take. Options include a traditional lecture, a series of case studies, a series of hypotheticals, or some combination of these things. (Or you may propose to take a new and completely different approach.) Also, note that AGC is particularly interested in sessions that will allow attendees to be actively involved and interact with the materials and presenter(s) as well as the other attendees. The regular attendees are seasoned senior-level professionals who typically are eager to share their individual experiences and insights with the entire group.

Speakers

Depending on your target audience and approach, you may propose a single presenter, multiple presenters, or a panel. If you propose a panel, please identify the discussion leader (i.e., moderator).

At a minimum, AGC will require the following information about the Primary Presenter or Discussion Leader: Name, Title, Organization, Email, and Telephone Number. (Please provide a main Point of Contact, if someone other than the Primary Presenter or Discussion Leader.)

Diversity and Inclusion

AGC values diversity in the construction industry and promotes full and equal participation in the association, its programs, publications, and other initiatives. Please indicate how your proposal seeks to meet this objective.

CRITERIA FOR ALL SUBMISSIONS

- Proposals submitted with **complete speaker information** will be given higher priority.
- Presentations cannot be strictly a sales pitch or a product showcase.
- Must contain enough **advanced-level content** for 60 minutes.
- Should share experience-based learning and case studies from the commercial construction industry.
- Should offer innovative techniques or compelling best practices and next steps.
- Should challenge the thought leaders in the construction, surety, and insurance industries to take a critical look at their policies, practices, and procedures and identify their opportunities for further improvement.
- Should allow attendees to be actively involved and interact with the material, the presenters, and each other where appropriate.
- Should provide a handout and/or other meaningful takeaways for attendees. All presentation slides (e.g., PowerPoint files) must utilize AGC-designated PowerPoint templates.

OTHER REQUIREMENTS

AGC will expect all speakers to:

- Sign the AGC speaker agreement that outlines the speaker's roles and responsibilities.
- Deliver content that matches the proposal and meets all deadlines.
- Grant AGC the right to distribute conference materials to attendees (and may include permission to record the session in audio and/or video format).
- Understand that it is not appropriate and strictly prohibited to solicit for a company, service, or product, or to recruit.

SPEAKER EXPENSES

AGC's standard policy is to provide complimentary registration for speakers traveling to Florida only to deliver a presentation and who plan to attend the conference for only one day. We kindly ask everyone planning to attend the entire conference to pay the appropriate registration fee.

AGC cannot reimburse selected speakers for hotel accommodations, travel to/from the conference, or any expenses incurred in developing content or materials.

One exception, as noted, AGC is pleased to provide "CLE speakers" with complimentary, non-transferable registration for the conference, in consideration of the additional work that the process requires.

SELECTION AND NOTIFICATION

Proposals must meet or exceed the criteria listed in these submission instructions. **Submission of a proposal does not guarantee inclusion in the conference schedule.** The review process will take place in October. AGC will notify you (the designated Point of Contact) of the status of your submission by October 31st.

AGC staff will work with the speakers selected to present at the conference to ensure that all General and Breakout Sessions meet their assigned Learning Objectives (and the Continuing Legal Education requirements, if applicable) and to avoid unintended overlap in educational content. AGC will provide onsite facilitation and support as needed during the conference.

QUESTIONS?

For questions regarding this CFP process, please contact AGC's Crystal Yates, program coordinator for risk management, at crystal.yates@agc.org or 703-837-5437. Complete details on AGC's 2024 Surety Bonding and Construction Risk Management Conference will be posted online at <https://risk.agc.org> as they become available.