



AGC's 2021 Conference Guidelines

Surety Bonding and Construction Risk Management

January 25-27, 2021, Bonita Springs, FL

The Associated General Contractors of America (AGC) will hold its 2021 [Conference on Surety Bonding and Construction Risk Management](#) at the Hyatt Regency Coconut Point in Bonita Springs, Florida, on January 25-27. This conference will be the latest in AGC's long series of annual gatherings on the bonding, insurance, contract negotiations, and business practices that collectively define the field of construction risk management. AGC will consider sessions proposals that use a single presenter, multiple presenters or a panel format. Most of the sessions will run for one hour. Some of the general sessions may run longer.

These Conference Guidelines lay out AGC's expectations of all presenters, discussion leaders and panelists. Please read this document before completing the [online form](#) to submit a proposal to deliver a presentation or to lead a panel discussion during the 2021 conference. Below is a list of the information you will need to complete the online proposal form. **You cannot save and return to the online form later. Please gather your information before starting the online submission process.**

Proposals are due by close of business on **September 18, 2020**. Please use the [online form](#). AGC will notify you of the status of your proposal in **early October 2020**.

The hope and plan is for everyone to gather again in person in Bonita Springs in 2021. AGC is, however, keeping a close eye on the latest health information and state regulations regarding group gatherings and other logistics due to COVID-19, and we will post updates to the [conference website](#) to keep you informed. Please submit proposals on the understanding that dates are subject to change, and you may be asked to adapt your session to a virtual learning experience.

The deadline for submitting your slide deck and any handouts for any session that will be presented in January 2021 is **December 18, 2020**.

Submitting Your Proposal

As the online form reveals, your proposal must include the following:

- **Title of Presentation or Panel Discussion**

This is your chance to make a first impression. The title should be succinct and capture the essence of the presentation.

- **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. 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 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 presentations and panel discussions for continuing legal education (CLE) credit. The pre-qualification process is not arduous, but it does require speakers to perform some additional work and adhere to earlier deadlines (to be determined). 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 1,200 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 "CLE speakers" who take these additional steps with a complementary registration for the conference and one-night stay at the hotel. 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. In the past, AGC has found that the best sessions are often the ones that succeed in getting the attendees to share their individual experiences and insights with the entire group. The regular attendees are seasoned professionals who typically have a lot to share. In 2021, 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.

■ **Presenters**

Depending on your target audience and approach, you may propose a single presenter, multiple presenters or a panel. If you propose a panel, please just be sure to identify the discussion leader.

At a minimum, AGC will require the following information about the Primary Presenter or Discussion Leader: Name, Title, Organization, Email and Telephone Number.

Criteria for All Submissions

Again in 2021, AGC expects the conference to span the entire field of construction risk management, including the surety bonds and the insurance policies and programs that contractors require, the latest trends in contractual risk transfer, construction operational issues of great interest to the in-house lawyers and risk managers in the AGC family and their counterparts, and any new business protocols or procedures that promise to mitigate risk.

Additional criteria for all session submissions:

- Must contain enough content for 60 minutes.
- Should share experience-based learning and case studies from the commercial construction industry.
- Should offer best industry 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 to identify their opportunities for further improvement.
- Should provide an opportunity for questions and audience interaction. (Note that AGC is particularly interested in anything that will draw on the vast experience of the regular attendees and what they can collectively contribute to construction risk management.)
- Should provide a handout and/or other meaningful takeaway for attendees.

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 on time.
- Grant AGC the right to distribute conference materials to attendees.

More Information

For questions regarding this CFP process, please contact Crystal Yates at crystal.yates@agc.org or 703-837-5437.

Complete details on AGC's 2021 Conference on Surety Bonding and Construction Risk Management will be posted online at <https://meetings.agc.org/risk> as they become available.