



CALL FOR SPEAKERS

Please complete this form and email it to
Alice Acevedo, NJ IFMA's Program Chair at
aacevedo@sweetwatercorp.com.

In order to be considered as a speaker/presenter for the New Jersey Chapter of IFMA, please take a moment to complete the form below. Our presentations usually last 1 hour; 45 minutes for the actual presentation and 15 minutes for a Q&A session. Once submitted, the Programs Committee will review the submission and contact you with a decision within 60 days. Programs are reviewed based primarily on the following criteria:

- Education to Facility Managers

-Non-sales format

Date: _____
Name: _____ Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Current NJ IFMA Member (Y/N) _____
Telephone: _____

Topic: (50 words or less)

List three (3) learning objectives your session will address:

- 1.
- 2.
- 3.

Audio/Visual needs:

Biography: (75 words or less; or submit an attachment)

Company Profile (if applicable): (50 words or less)

Please list two (2) references (name and contact information) who can attest to your presentation style and expertise:

1. _____
2. _____

Any additional information you would like considered:
