



March 16, 2009

Dear 2009 World Workplace Presenter:

It gives me great pleasure to **congratulate you on the selection of your proposal for IFMA's World Workplace 2009!** The World Workplace Program Committee reviewed your proposal and agreed it would be an asset to this year's educational programs. Whether you have presented at World Workplace before or if this is your first time to present, we welcome you and look forward to working with you in the coming months. We have made significant strides in the quality of the programming for World Workplace as well as the service we provide to our speakers. To ensure this quality, **it is extremely important that you read this letter in its entirety and adhere to the deliverables.** Please save this letter and use it as a reference tool throughout the process.

### **Your Selected Session**

IFMA's World Workplace will be held at the Orange County Convention Center in Orlando, Florida, USA, October 7-9, 2009.

*\*Please note: we reserve editorial discretion in all final title selection published online and in print materials. (See below for details.)*

## ***PRE-CONFERENCE***

### **Confirming Your Participation**

First, we will need you to confirm your participation as a World Workplace presenter by faxing or e-mailing a copy of the attached **Speaker Letter of Agreement Form no later than Wednesday, March 25, 2009.** Options for returning this information are outlined on the form. ***If you are unable to present at IFMA's World Workplace 2009, please notify me right away.***

### **Future Communication**

We have developed a Web link specifically for our future communication and it will serve as your go-to source as a WW09 presenter. The address is [http://www.worldworkplace.org/2009/conference/speakers\\_only.html](http://www.worldworkplace.org/2009/conference/speakers_only.html). There you will find this outline, a deliverables schedule, conference proceedings guidelines and samples, travel and housing information, overall speaker information and forms.

## ***PRE-CONFERENCE (Continued)***

### **Web Session**

Additionally, we will offer an informational web session in July. This session will discuss pertinent information about WW09, give you tips to ensure a successful presentation, and allow you to ask questions. The date will be finalized soon and sent to you.

### **Booking Travel Information**

Hotel and Flight Reservations should be made as early as possible. The hotels will fill up quickly! Presenters are required to stay in one of the four host hotels which will offer a savings under the negotiated room block. You will need to book your hotel reservation through **Carson Wagonlit**, the official Housing Bureau for World Workplace 2009 (**1-888-400-4362 or by e-mail at ifma@carlsonwagonlit.com identify yourself as an IFMA's World Workplace speaker**). *Please note: All expenses related to travel and hotel accommodations are the sole responsibility of the speaker.*

### **Submitting Your Conference Proceedings**

Presenters are required to submit a paper no more than 12 pages in length in electronic format, to be included in the online link to conference proceedings. Copies of overheads or PowerPoint slides are considered inappropriate for inclusion in the conference proceedings and will not be accepted. The conference proceedings are a written collection of all presentations delivered at the conference. It is a supplemental tool, in addition to your presentation, which serves to further educate attendees. Proceedings will be made available to all attendees and presenters via a web link prior to the conference. Further guidelines for writing your proceedings paper are available through the speaker future communication link listed above. Your proceedings paper is due by **Monday, June 1, 2009**.

### **Submitting Your Session Introduction Brief Bio**

In an effort to assist us in accurately communicating your experience and attributes in a condensed format for our moderator introductions, please send me your brief bio (150 words or less - 2-3 short paragraphs) by **Friday, July 24, 2009**.

### **Submitting Your PowerPoint Presentation**

This year we will be providing participants with a PDF copy of your PowerPoint presentation in an online link prior to the conference. This will allow them to prepare and print a copy to take notes during the session if they wish. Please note: *Due to our sustainable efforts, we will not be printing copies of handouts.* Please develop and submit your final presentation and any additional handouts by **Friday, September 4, 2009**.

### **Registering for the Conference**

Speakers will receive one complimentary event registration, which allows entrance to all conference programs and events. *Please note: The IFMA Awards of Excellence Banquet and IFMA Foundation Event are not included.* However, tickets may be purchased for these two events. The complimentary speaker registration form will be made available on the link for future communications. Please register with the conference presenter link by **Friday, April 21, 2009**.

# CONFERENCE

## **Audio Visual**

In an effort to provide quality presentations for all sessions, IFMA will provide the following materials in each presentation room:

- LCD projector package
  - LCD (PC Compatible)
  - Screen
  - Power, Connecting Cords
  - Podium
  - Fixed microphone
  - Head table for 2

(Note: All panel discussions will be equipped with a head table for 4 and 2 table top microphones)

It is the presenter's responsibility to bring a laptop computer, final presentation (saved in various formats/locations for backup purposes), and any additional equipment required.

## **Speaker Ready Room and Meet and Greet Breakfast**

During the conference, there will be a Speakers' Ready Room available to all speakers at the Orange County Convention Center. This room will be equipped with LCD projectors, screens and other audio visual equipment. Please take advantage of this room to preview your slides and prepare for your presentation.

### **Speaker Ready Room Hours:**

October 7 7 a.m. – 6 p.m.	October 8 7a.m. – 5 p.m.	October 9 7a.m. – 4 p.m.
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### **October 8 – Speaker/Moderator Meet and Greet Breakfast**

7:15 a.m.-8:30 a.m.

Finally, I have outlined our deliverables schedule on the next page. Please mark these dates on your calendar. I know this is a lot of information to take in and you may have questions along the way. Please feel free to contact me with any questions or concerns you may have. On behalf of the World Workplace Program Committee, we are pleased to have your participation in this year's program and look forward to working with you. Thank you in advance for your time, cooperation and contribution to what we're sure to be a very successful conference!

Sincerely,

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## **World Workplace 2009 Presenter Schedule and Deliverables**

To help us meet our production schedules for World Workplace, please take the time to review the following dates and mark them on your calendar:

### **Pre-Conference**

Confirm Participation/ Return Release Form	March 25
Book Travel/lodging	April 10
Submit Conference Proceedings	June 1
Attend Speaker Webinar Informational	July, Date TBD
Submit brief session intro	July 24
Register for the Conference	August 21
Submit final PowerPoint Presentation	September 4

### **Conference**

Visit Speaker Ready Room/Prepare presentation	October 7, 8, 9
Attend Speaker Meet and Greet Breakfast	October 8

**Present your session, attend other sessions, network and enjoy sunny Orlando!**