



**FM FORWARD**  
LEARN WHAT'S NEXT



**IFMA**<sup>TM</sup> **Boston Chapter**

International Facility Management Association

**17th Annual Awards of Excellence**

**2020 CALL FOR SPEAKERS  
& AWARD NOMINATIONS**

BENTLEY UNIVERSITY | WALTHAM  
MARCH 31, 2020

# WHAT IS... **FMFORWARD**

**FMForward** is IFMA Boston's one-day conference which provides members with key strategies, technologies and best practices to help them navigate the ever-changing FM landscape.

The conference will include:

- The **17th Annual Awards of Excellence breakfast** with keynote speaker.
- **“Tech Talk” Presentations** – featuring local facility management practitioners and a preferred vendor partner discussing real-life solutions
- **Facility Tour**
- **Afternoon Case Study and Career Development Sessions.**
- **Networking & Cocktail Reception**

## **Event Details:**

Date: March 31, 2020  
Location: Bentley University  
175 Forest Street  
Waltham, MA 02452

Check out video and photos from 2019 at [www.fmforward.org](http://www.fmforward.org)





# IFMA<sup>TM</sup> Boston Chapter

International Facility Management Association

## 17th Annual Awards of Excellence

*This year, we are bringing our annual Awards of Excellence event to **FMForward**. This provides an opportunity for our Facility Manager members to see first hand the best practices in the industry and to participate in the nomination process.*



March 31st  
7:30-9:30 AM

# 1 CALL FOR SUBMISSIONS

# 3 OPPORTUNITIES TO SHARE



- Have you recently digitized your FM?
- Have you implemented a new way of working?
- Have you embarked on a comprehensive change management initiative?
- Have you implemented energy saving or sustainable practices?
- Have you recently completed new construction that had a positive impact on the facility management of the workplace?
- Do you have an experience to share with your peers?

We're looking for familiar faces with innovative experience and best practices to share who can help expose our Boston area Facility Management community to **real life technology, processes, ideas and accomplishments** that will help them excel within their roles. These can be shared three different ways this year. Submit it for one, two or all:

- For an **Award of Excellence**
- A **20 minute Tech Talk** to be delivered to the full conference audience (200+)
- As a **60 minute Case Study Session** to be delivered in an afternoon session (audience will vary)

All with one form! The process is simple!

Each submittal must include a Facility Manager that was integral to the delivery of the project or initiative. They can then be paired with a preferred vendor or partner that worked in conjunction with them.

Your submittal should align with at least one of IFMA's 11 core competencies: *Communication, Emergency Preparedness and Business Continuity, Environmental Stewardship and Sustainability, Finance and Business, Human Factors, Leadership and Strategy, Operations and Management, Quality, Real Estate and Property Management, and/or Technology.*

# HOW DOES THE REVIEW PROCESS WORK?



Once all of the submissions have been received, they will be sorted by type of submission: award nomination, tech talk, and/or afternoon session. **You are welcome to nominate each project or initiative in 1, 2 or all 3 categories for consideration--all on the same form.**

The tech talks and afternoon sessions will be reviewed by a panel made up of members of the Education committee and Board of Directors and evaluated on the following criteria:

- **Aligns with at least one of the 11 Core Competencies**--it is our goal to have a variety of competencies covered within the conference.
- **Relevancy of the content** to the current responsibilities and challenges faced by Facility Managers and the companies they serve.
- Proposed presentation **pair/panel's expertise and experience.**

The awards nominations will be reviewed by a panel made up of experienced Facility Management members and evaluated on the following criteria:

- **Aligns with at least one of the 11 Core Competencies.**
- **Contributions to the excellence of Facility Management.** Does it reflect innovation, best practices and did it have a positive impact on the workplace and/or facility.
- Did the project or initiative have **benchmarks and measurables that had a positive impact** on the ROI, energy conservation, efficiencies, square footage, human factors, productivity, etc.

# SUBMISSIONS REQUIREMENTS

**ALL PROPOSALS NEED TO BE SUBMITTED BY  
5:00 PM ON FRIDAY, NOVEMBER 1ST.**



Each submission should summarize the challenge faced, the process and solution, and the impact on the workplace from the Facility Management perspective and can add the perspective of partners as well as appropriate.

## **CHALLENGE FACED**

What challenge(s) did you face and what were the repercussions within your organization?

## **SOLUTION**

What was the process that you took to meet the challenge? What innovations were utilized? What role did each team member play?

## **IMPACT**

What was the impact that your solution/innovation had on your organization? Did it save time, money, resources? Did it increase productivity, enjoyment, or the user experience?

## **CORE COMPETENCIES**

Which of the IFMA Core Competencies will be addressed?

## **CONTACT INFORMATION**

Provide the contact information for the Facility Manager on the project and the preferred vendor (if applicable). All submissions for presentations should be followed up by sending a resume for each proposed speaker to [ifma@ifmaboston.org](mailto:ifma@ifmaboston.org)

**All proposals can be [submitted online here](#), and must be received by 5:00 PM on Friday, November 1st.**

# TERMS & CONDITIONS



## BY SUBMITTING A RESPONSE TO THE **CALL FOR SPEAKERS**, YOU AGREE TO THE FOLLOWING INFORMATION:

- No travel costs will be reimbursed.
- If for some reason you must cancel, we request that you provide IFMA Boston a minimum of 30 days notification to allow us enough time to find another presentation to take your place.
- You must serve as the primary contact for the conference and must have a valid e-mail address.
- Co-presenters must all agree to these terms and conditions to participate. Refusal to agree to all of the terms and conditions will result in dropping your presentation from the agenda.
- We will make any handouts you may have available digitally for conference attendees, but you are responsible for any hard copies if you would like to distribute.
- The central stage will be equipped with a projector, screen, and lavalier microphones for all presenters. A laptop will be provided to run any presentation you may have, you just need to provide it prior to the conference to be loaded.
- The schedule includes 4-5 tech presentations, so it is imperative that all presentations be *limited to the 20 minute time frame* to allow for some Q&A prior to switching to the next presentation.
- In order to make the valuable information from **FMForward** available to members who cannot attend, we may record the sessions and make them available for purchase post-conference. In agreeing to this agreement, you are providing us the permission to record, edit, transcribe, archive, duplicate, distribute, reproduce, and sell any written or visual material submitted in connection with, and including the oral presentation, delivered at this program, in any and all media now existing or hereafter developed, throughout the world.
- **FMForward** reserves the right to revise titles in consultation with the presenters, reassign the identified topic area, or edit the program summary for promotional and program materials.
- You agree to be available to our communications team to provide content to help promote your session at the conference.

Thank you for your interest in presenting at **FMForward** If you have any further questions, please feel free to contact us at [ifma@ifmaboston.org](mailto:ifma@ifmaboston.org).

# TERMS & CONDITIONS



**BY SUBMITTING A RESPONSE TO THE AWARDS NOMINATIONS, YOU AGREE TO THE FOLLOWING INFORMATION:**

- IFMA Boston can utilize photos of the nominated projects online, in email correspondence and at the event to promote the nominations.
- All nominations should have been/or will be completed in 2019.
- Nominations will be announced prior to the event, but the winners will not be announced until the event on March 31st.
- All nominators are welcome to attend the event, but complimentary tickets are not provided to the nominators. They can be purchased online.
- All nominated projects must include the Facility Manager that worked within the project and/or initiative.
- IFMA Boston will determine the award category once all nominations have been received.

Thank you for your interest in nominating an award for the 17th Annual Awards of Excellence. If you have any further questions, please feel free to contact us at [ifma@ifmaboston.org](mailto:ifma@ifmaboston.org).



# SPEAKER BENEFITS

The success of **FMForward** is directly aligned with the quality of our presenters and the breadth of the knowledge that they are willing to share with our membership. We thank you for your interest in submitting a proposal and sharing with us your best practices.

Presenting teams who are selected to present at **FMForward** benefit from:

- A full conference registration for each non member speaker--all FM member registrations are provided as a benefit of membership, vendor member tickets are provided at a discount (\$250-450 value per person)
- The reputation as an industry expert in their respective fields
- The opportunity to educate like-minded professionals on relevant topics
- Exposure through the conference application and marketing materials
- Networking with a prospective audience of 200+ Facility Management professionals
- Potential speaking opportunities within IFMA Boston in the future
- Lasting brand recognition and repeated reference through session handouts provided to all attendees
- An evaluation summary from conference participants

We look forward to teaming with our selected presenters for this landmark event!